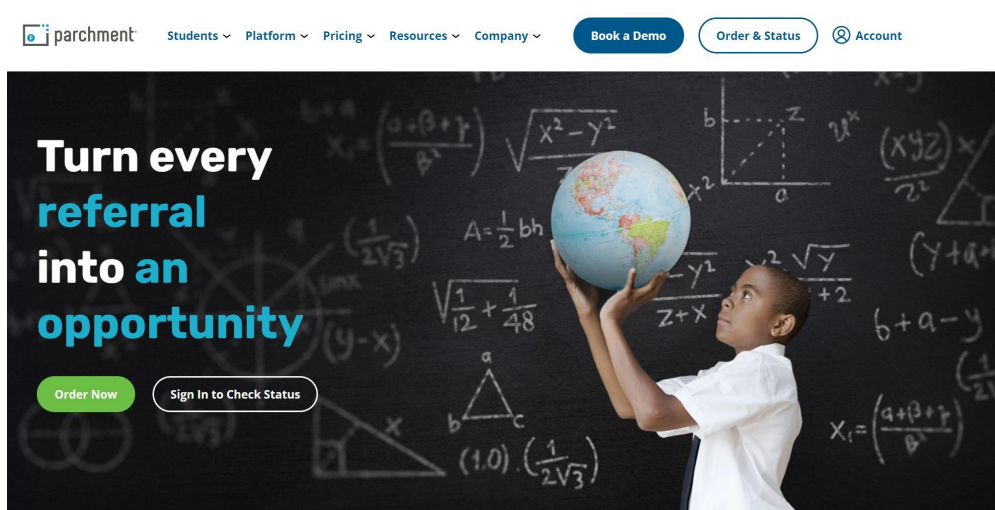
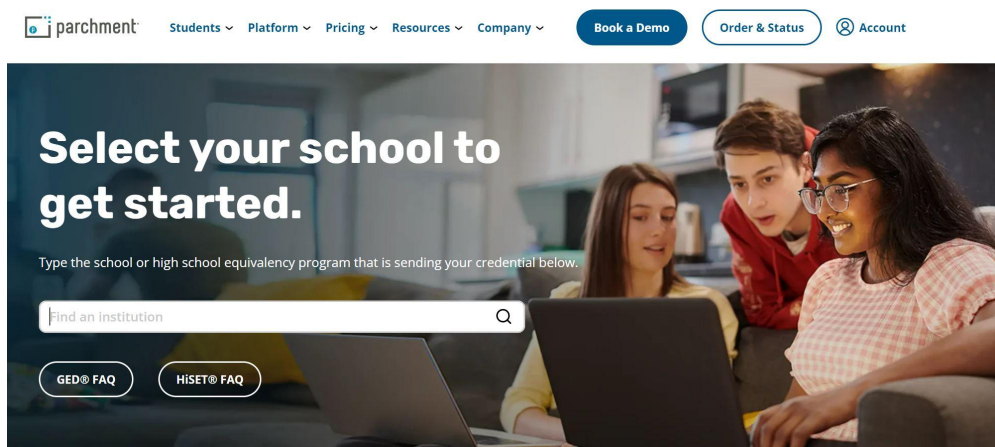


Sign up to send your High School Records

- Go to Parchment.com
- Click on the green **Order Now** button.



- Type **Foley High School (be sure to pick Foley, Minnesota!)** into the **Find an institution** field.



- Once you have selected your high school, Select '*New Learner Account*'.



Existing User Account

I have an existing learner or third party account with Parchment.

OR



New Learner Account

I am a student or parent in need of a Parchment learner account.

- Below this you will be asked to provide several pieces of enrollment information including enrollment status, name, date of birth, and years attended, email address, and create a password.
- Once you have filled out all of the required fields, click Sign up
- Enter the verification code that is emailed to the email address you provided
- Choose your privacy setting, save and continue
- Select the green **Order** button
- Enter the college you want to receive your transcript
- Do you want to include test scores? Select yes or no if you want to include your ACT scores
- Sign
- Type your name
- Check the box to consent to disclose your transcript
- Select the green **Continue** button
- Select the green **complete order** button

** See Kristi in the guidance office if you have any questions