

# LRSC GUIDE TO ORDERING TRANSCRIPTS

## 1. Go to the Transcript Ordering Page

### Current Students

Campus Connection:

Student Homepage>Academic Records>Official Transcript Request, Order Official Transcript, -OR- Navigator>Self-service>Academic Records>Official Transcript Request, 'Order Official Transcript'

### Former Students

<https://www.lrsc.edu>

Academic>Registrar's Office/Academic Records>'Transcript Request'  
OR

My LRSC>Current Student>Academics>'Requesting an LRSC transcript'  
Website shortcut: (<https://www.lrsc.edu/transcripts>)



### Direct link

[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&sid=Q8XU5P8XnsNZszV9](https://exchange.parchment.com/send/adds/index.php?main_page=login&sid=Q8XU5P8XnsNZszV9)

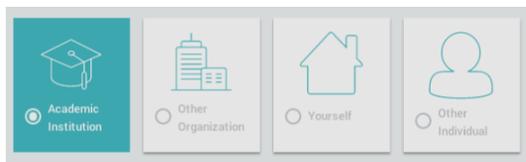
## 2. Log-in or Create Your Parchment.com Account

\*passwords must be at least 8 characters long and contain both letters and numbers.

## 3. Enter Enrollment Information – enrollment status, name while enrolled, DOB, gender, years attended.

## 4. Provide Consent Signature - FERPA requires LRSC to have written permission to release your educational records.

## 5. Select Where You Want Your Transcript to Go



**Academic Institution** – Colleges within the Parchment network may prefer to receive transcripts electronically so you may not be presented with a choice of delivery methods. If you would like to have your transcript mailed or emailed to a specific individual or department at the institution, use 'Other Individual' as your destination.

**Other Organization** – use for employers, military addresses, AMCAS, LCAS, etc.

**Yourself** – if requesting via-email, you will receive an email with instructions explaining how to download it.

**Other Individual** – use for employers, military addresses, or specific individuals/departments at a college.

## 6. Selecting Delivery Method

**Electronic** – in-network Parchment (if applicable), or directly to individual email address, recipient will receive an email with instructions explaining how to download it. If recipient does not receive your transcript, ask them to check their junk email.

**Mail** - send in standard mail or FedEx for 'Overnight delivery' at an additional fee. \*Note there is no way for us to track mailed transcripts once they are in the mail, with the exception of FedEx delivery options.

## 7. Select Processing Time - Send Now, Hold for Grades, Hold for Degree.

\*A hold on your account due to an outstanding balance will prevent or delay the delivery of your transcript.

## 8. Review Your Order – make any changes to your order

\*You can add more destinations by clicking 'Add Another Item.'

## 9. Enter Payment – Parchment accepts Visa, Mastercard, Discover and American Express. Fees are subject to change and are dependent upon delivery method or the transcript.

\*You can track the entire ordering process at [parchment.com](https://parchment.com). >Go to '[Track your transcript](#)' help topic for details.

### Transcript Request Help

LRSC - Registrar's Office: 701-662-1512 or 701-662-1515, [lrsc.registrar@lrsc.edu](mailto:lrsc.registrar@lrsc.edu)

Parchment Customer Service: 888-662-0874, [support.parchment.com](https://support.parchment.com)