

ELECTRONIC TRANSCRIPT REQUEST PROCESS

As a Quest Charter Academy scholar you can request that your transcript be sent to colleges/universities. Transcripts are sent electronically through a service called Parchment. Each senior will be given a unique registration code. (Although it is possible to set-up an account without one.) This is a service provided free of charge as long as you are a Quest Charter Academy Scholar. Seniors have until September 1 of their graduating year to order without a fee.

No one should access district 150 Peoria Public school to request Transcripts. All Transcripts should be requested through parchment online QCA Counselors office will update and send the transcripts directly from parchment to the school, or employer within 72 hours.

***Please note that if you need transcripts for scholarship applications, College or university applications, Alumni, or employer verification please request through parchment only direct request from the school will not be . You'll find that most require transcripts as one of many parts to the application, and those materials are required to be submitted together and in a particular order.

Scholars should register online to send their transcripts via the web. [Parchment.com](https://www.parchment.com)

Below you will find the process to request Transcripts through Parchment.

- Click **Create Account** and complete required information (i.e. name, date of birth)
- Enter your **email address** and select a **password**. *Do not use your school email address as once you graduate – it is deleted.*
- Required confirmation code will be sent to your email.
- Complete contact information (i.e. address)
- **Check box** to agree to terms of use and service agreement.
- Check **Yes** or **No** for **College Scholarships, Discover Me** and future information from Parchment. Click sign up if interested.
- Click **Continue** to add your school to Parchment account (Quest Charter Academy).
- **All transcript requests for current students will be free of charge until August 1st of their graduation year. Alumni will be charged a \$8.50 processing fee for each transcript request.**
- If you request a copy to be mailed to you for an additional cost.
- **Note to Alumni** – Please remember to use your graduation name, i.e. maiden name, etc.