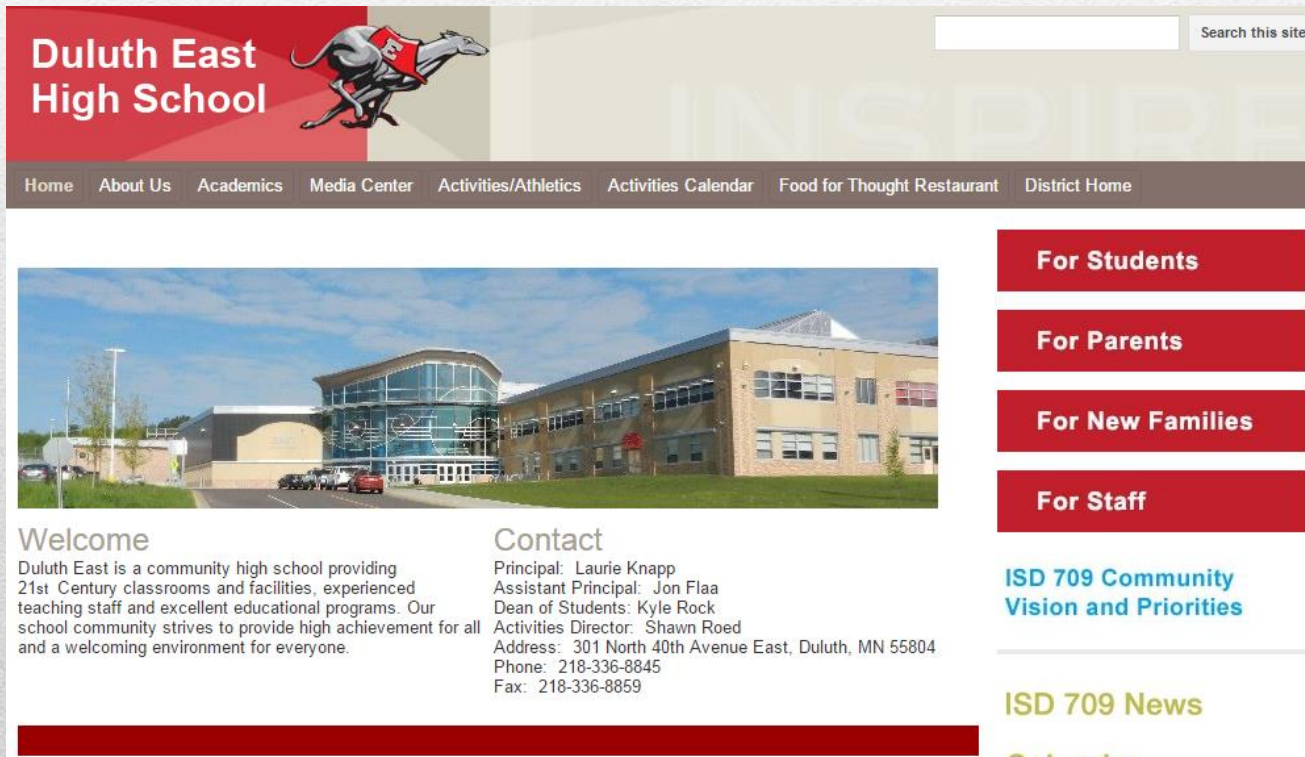




# **Sending Transcripts**

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Go to East's home page  
<http://duluth-east.isd709.org/>



The screenshot shows the homepage of Duluth East High School. At the top left, the school's name "Duluth East High School" is displayed in white text on a red background, accompanied by a logo of a grey horse with a red saddle. To the right is a search bar with the text "Search this site". Below this is a dark grey navigation bar with links: Home, About Us, Academics, Media Center, Activities/Athletics, Activities Calendar, Food for Thought Restaurant, and District Home. The main content area features a large photograph of the school building. To the right of the photo are four red buttons with white text: "For Students", "For Parents", "For New Families", and "For Staff". Below the photo, there are two columns of text: "Welcome" and "Contact". The "Welcome" section describes the school as a community high school providing 21st-century classrooms and facilities. The "Contact" section lists the Principal (Laurie Knapp), Assistant Principal (Jon Flaa), Dean of Students (Kyle Rock), Activities Director (Shawn Roed), and the school's address, phone, and fax numbers. At the bottom right, there is a section for "ISD 709 Community Vision and Priorities" and "ISD 709 News".

**Duluth East High School**

Search this site

Home About Us Academics Media Center Activities/Athletics Activities Calendar Food for Thought Restaurant District Home

**For Students**

**For Parents**

**For New Families**

**For Staff**

**ISD 709 Community Vision and Priorities**

**ISD 709 News**


### Welcome

Duluth East is a community high school providing 21st Century classrooms and facilities, experienced teaching staff and excellent educational programs. Our school community strives to provide high achievement for all and a welcoming environment for everyone.

### Contact

Principal: Laurie Knapp  
Assistant Principal: Jon Flaa  
Dean of Students: Kyle Rock  
Activities Director: Shawn Roed  
Address: 301 North 40th Avenue East, Duluth, MN 55804  
Phone: 218-336-8845  
Fax: 218-336-8859

- Scroll down to the area titled “Transcripts”
- Click on “Request My Transcript”



The fee is \$5 per transcript. Those who qualify for the free or reduced lunch program will get four transcript requests free.

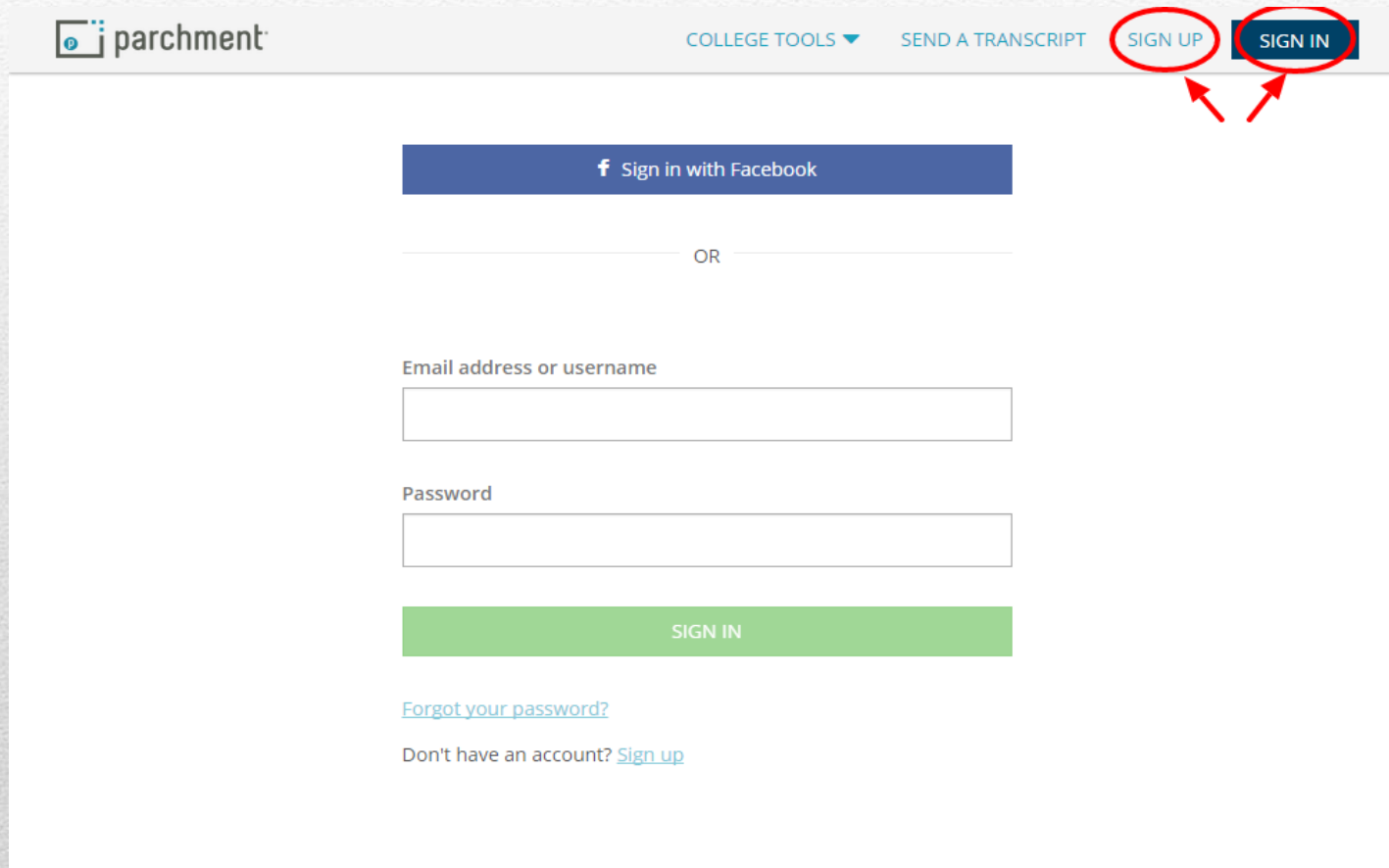
Please click on the button above to create your account today and start streamlining your admissions process. If you have any questions or issues, please contact East High School at 218-336-8845.

Please review the attachment for instruction to create a Parchment account: [Click here](#)

Please review the attachment to order a transcript. [Click here](#).

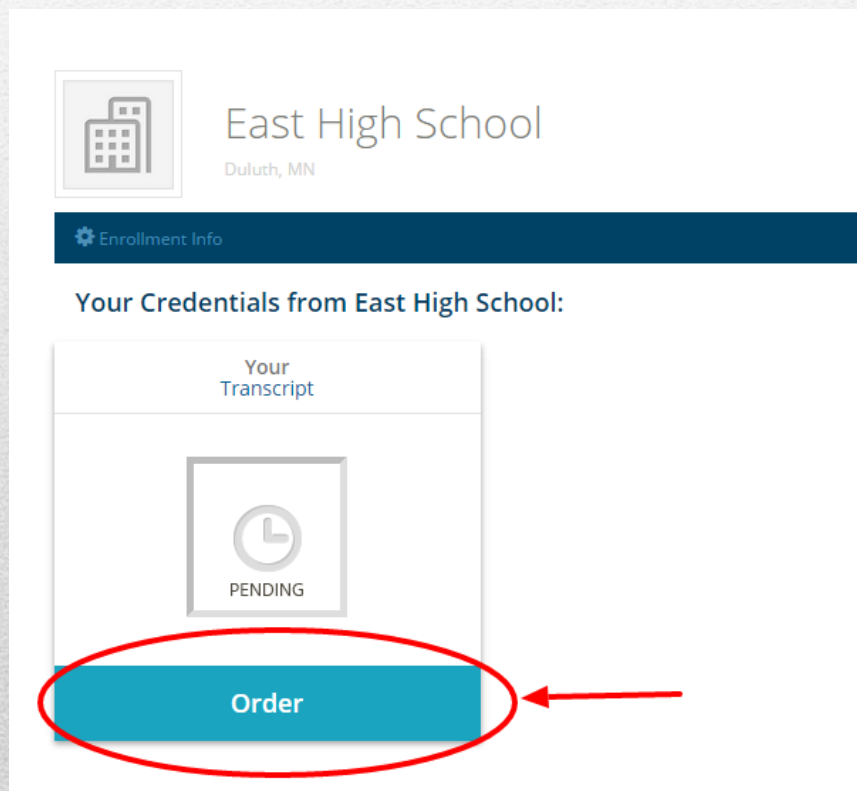
East High School is Going Green.

- If you already have a Parchment account sign in
- If you don't have an account sign up



The screenshot shows the Parchment website's login interface. At the top left is the Parchment logo. In the top right, there are navigation links: "COLLEGE TOOLS" with a dropdown arrow, "SEND A TRANSCRIPT", "SIGN UP" (circled in red with a red arrow pointing to it), and "SIGN IN" (circled in red with a red arrow pointing to it). Below the navigation is a blue button labeled "Sign in with Facebook". Underneath is the word "OR" flanked by horizontal lines. There are two input fields: "Email address or username" and "Password". Below these is a green button labeled "SIGN IN". At the bottom, there are two links: "Forgot your password?" and "Don't have an account? Sign up".

- Once you have logged in, your screen should look something like this.
- Click on “Order.”




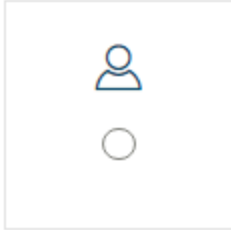
## Step 1: Choose a destination

If you are sending your transcript to an academic organization, admissions office, business, NCAA, etc. click on the button on the left.

Select a Destination

---

Where would you like to send your credential?

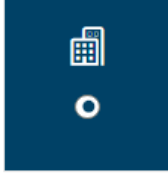
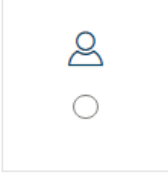
 OR 

An Academic Organization,  
Admissions Office, Business,  
or Other Organization.

Yourself or  
Another Individual

- Search for your destination in the search bar, scroll to find your destination, make sure you are selecting the “undergraduate” version, then press “select.”

Where would you like to send your credential?

 OR 

An Academic Organization, Admissions Office, Business, or Other Organization.

Yourselves or Another Individual

[Advanced Search](#) ▾


Institution	Location	Organization Type	
University of Minnesota - Twin Cities	Minneapolis, MN, US	College /Graduate	<input type="button" value="Select"/>
University of Minnesota - Twin Cities	Minneapolis, MN, US	College / <u>Undergraduate</u>	<input type="button" value="Select"/>
University of Minnesota - Duluth	Duluth, MN, US	College /Undergraduate	<input type="button" value="Select"/>
University of Minnesota - Morris	Morris, MN, US	College /Undergraduate	<input type="button" value="Select"/>
Saint Mary's University of Minnesota	Winona, MN, US	College /Undergraduate	<input type="button" value="Select"/>

- If you are sending your transcript to yourself or another individual click the button on the right and enter the information it requests.


Select a Destination

---

Where would you like to send your credential?


 An Academic Organization, Admissions Office, Business, or Other Organization.

OR

 Yourself or Another Individual

### Enter Order Details:

#### Delivery Method

- Electronic Delivery (Email)
- Paper Transcript (Printed & Mailed)
- Send to my Parchment Account 

I am sending this order to myself

#### Destination Name

Name of Institution, Business, Person, etc

#### Attention Name (optional)

Ex: John Smith

#### Recipient Email

Ex: recipient@example.com

#### Retype Email

Ex: recipient@example.com



- **Step 2: Order Details**
- Select “Send Now” or “Hold for Grades”
- If you want to send to multiple institutions click “Add Another Destination”
- Once all destinations are added click “Save & Continue”

**FROM**  
Denfeld High School  
Duluth, MN

**TO**  
University of Minnesota - Duluth  
Office of Undergraduate  
Admissions  
Duluth, MN, 55812

Transcript  
Delivery Method  
Electronic

When do you want this sent?  
Send Now

Application Tracking Number (optional)

+ Add Another Destination

Delete this item

Credential Fee	\$5.00
Shipping / Handling	\$0.00
<hr/>	
Item Total	\$5.00

Total Credential Fees \$5.00  
Total Shipping / Handling \$0.00  
Order Total \$5.00

Save & Continue



- **Step 3: Review**
- Double check all of the information. If any information is incorrect click “Edit Order”
- If everything looks correct click “Continue.”


### Please Review Your Order (1 Credential)

Your order has NOT been placed yet.

Item(s) being ordered:

[Edit Order](#)

FROM	TO
 Denfeld High School Duluth, MN	 University of Minnesota - Duluth Office of Undergraduate Admissions Duluth, MN, 55812



**Transcript**  
Delivery Method  
📶 Electronic

Processing Time  
**Send Now**

Credential Fee	\$5.00
Shipping / Handling	\$0.00
<hr/>	
<b>Item Total</b>	<b>\$5.00</b>

Total Credential Fees	\$5.00
Total Shipping / Handling	\$0.00
<b>Order Total</b>	<b>\$5.00</b>

[Continue](#)

- **Step 4: Consent**
- Using your mouse or your finger, sign your name on the line by the X.
- Type your name in the box and click the little box below.
- Press “Save & Continue”

**Provide Consent**

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I authorize Parchment to release my academic credentials from Denfeld High School to the destinations I select.

Sign here with mouse or finger:

X \_\_\_\_\_

Please sign the transcript authorization form before continuing.

Clear Signature

Type Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

Save & Continue

- **Step 5:**  
**Payment Information**
- Enter your payment information
- Click “checkout”

### Payment Information (1 Credential)

Enter your payment information below.

**Credit Card Number**  
  
Enter the 16 digits on the front of your credit card without spaces or dashes


**Expiration Date**  
  
Enter the month and year your credit card expires

**First Name**  **Last Name**

**Country**

**Address**

**City**  **State/Province**  **Postal Code**





**YOU DID IT!**

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