

Important Final Transcript Information

Final Transcripts

1. Free for all current students.
2. Your final transcript can be sent electronically thru Parchment. Even though you order your transcript now, it will not be sent out until June 22, 2020.
3. Make sure your Parchment profile has a personal email address, and not your school email address. School email addresses will no longer be valid after June 30, 2020.

If you are new to Parchment:

1. Go to the North High School Website www.ecasd.us/North-High-School/Home
2. Select 
3. Select New Learner Account & fill in your information (**Use your personal email address**).
4. Provide consent.
5. Select destination for final transcript. (Athletes also send your final transcript to NCAA if needed).
6. **Select “Hold for Grades” (This means you do not want it sent until the end of the school year with final grades on it).**
7. Submit.
8. Track your transcript.

If you have a Parchment Account:

1. Log in to your Parchment Profile. Check to make sure you do not have your ECASD school email address listed. If so, **please change it to your personal email address** so you will be able to track your final transcript after you graduate. (Your school email account will be deactivated when you graduate). Go to Profile, Account Settings, Add Another E-Mail Address.
2. Select destination for final transcript. (Athletes also send your final transcript to NCAA if needed).
3. **Select “Hold for Grades” (This means you do not want it sent until the end of the school year with final grades on it).**
4. Submit.
5. Track your transcript.

If you need a paper copy of your final transcript:

1. Transcript request forms can be picked up in student services.

As of July 1, you will no longer be a current student, you will be an alumni. If you need to request a transcript, please go to the North High School webpage and click on the link to send your transcript or just go to www.parchment.com. There is a \$4.00 fee for alumni. North High School will process your transcript request within two business days.