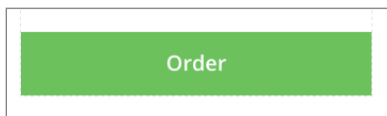


# Parchment Transcripts

## HOW TO ORDER A TRANSCRIPT

1

Log in to your Parchment account and click Order from the dashboard.



2

### Select a Destination:

There are two options for where you can have your transcript sent. You can send it to an academic organization or to yourself/another selected individual:

#### Academic Organization/Admission Office

Institution	Location	Organization Type	
Michigan State University	East Lansing, MI, US	College /Undergraduate	Select
Blisk Education for the benefit of Michigan State University	Tampa, FL, US	College /Undergraduate	Select
State of Michigan- DETROIT PROBATION	Detroit, MI, US	College /Undergraduate	Select

If you are planning to send it to a admissions office or another organization choose this option. Type the name of the school in the search box and select the correct school. (If the school you are looking for is not listed you can choose the **enter your own** box and put the physical mailing address to send a hard copy or input an email address to send it electronically.)

#### Yourself/Another Individual

**Enter Order Details:**  
Delivery Method  
 Electronic Delivery (Email)  
 Paper Transcript (Printed & Mailed)  
 I am sending this order to myself  
By sending to yourself, a copy of your credential will be added to your Parchment.com account.

Destination Name  
James Doe

Attention Name (optional)  
Ex: John Smith

Recipient Email  
Ex: recipient@example.com

Retype Email  
Ex: recipient@example.com

If you are planning to send it to yourself or to another individual choose this option. You can choose electronic (email) or paper (printed and mailed) transcripts. You will need to fill out an address or an email for this transcript location.

3

### Order Details:

Choose when you want the transcript sent:

**Send Now:** This option will send your transcript in its current state. This is a good option if you already know grades have been added and you are trying to meet an application deadline.

**Hold for Grades:** This option will hold your transcript until all grades have been entered. This is a good option if you are sending this right after a semester or class has finished and you want to make sure those grades are included.

4

### Consent:

Sign and type your name to give Fusion Academy permission to send your transcripts to the selected destinations.

5

### Payment Info:

If you are a Fusion Alumni, or are requesting a paper transcript there will be a minimal fee for your transcript request. If no payment is required, this step will be skipped.

6

### Confirmation:

Congratulations! You should receive an order confirmation email shortly.