

# Parchment Transcripts

## THINGS TO KNOW BEFORE REGISTERING

The central office in Grand Rapids, Michigan handles all transcript requests. Our first option is that families use Parchment in order to keep track of all transcripts. Parchment is a leader in eTranscript exchange to send electronically, securely and confidentially to colleges and universities of your choice.

The service is available online, 24 hours a day and seven days a week. As a current student you can request an unlimited number of electronic copies at no charge.

Transcripts are not directly linked from Fusion to Parchment. Generally, it takes 2-3 weeks after a student finishes their last course for it to update to the transcript. Once you receive the course completion letter from the campus, that's a good indicator the transcript may be ready.

Because our students are starting and ending classes at any time throughout the year, Fusion does not automatically send out transcripts. In order to receive an updated transcript after a semester or year, you will need to request one as needed. You can do so by:

1. Logging into your Parchment account and on your Dashboard select "Order my Transcript."
2. Emailing the Registrar Department directly at [Registrar@FusionAcademy.com](mailto:Registrar@FusionAcademy.com).
3. Directly reaching out to your campus via phone, email or in-person to put in a request.

Keep in mind the following tips as you use Parchment to send all transcript requests:

- If your student is 18 or older, they are required to setup their own account.
- Student must be 13 years of age to create a Parchment account.
- Parents can setup a Parchment account on their students behalf if they are between 13 and 17.
- Students can setup their own account if they are 13-17, however parents will have to give consent.