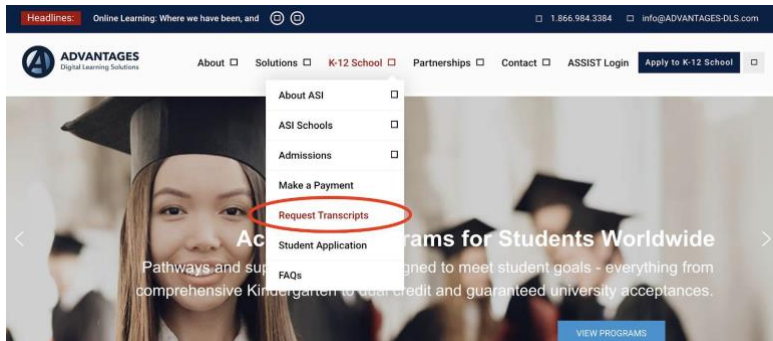


## HOW TO REQUEST A PARCHMENT TRANSCRIPT

1. Go to <https://advantages-dls.com/>
2. Hover over “K-12 School” at the top, center of the screen.
3. Click “Request Transcripts” from the drop down
4. Under “FOR A COLLEGE OR UNIVERSITY” Scroll down and click “Request my Transcript” button  
-You will be redirected to [www.Parchment.com](http://www.Parchment.com)



5. In the “I Would Like To...” box, select “Order my transcripts or credentials”
6. In the “Order from...” field type in “Advantages School International-Reno, NV, US” and Click on it when it shows up.
7. Click “New Learner Account” in the center of page and scroll down
8. Make sure “I do not have a registration code (provided by my school)” is marked
9. Fill out all fields and click “Sign up”
10. Go to your email to receive email from Parchment
11. In the email, click on “Verify your email address” (You will be redirected back to Parchment)
12. **Choose your privacy setting**-Read the privacy setting and select an option to “waive right to access” or “I do not waive...”--then click “Save and Continue”
13. Click “Order” transcript
14. **Select a Destination**—
  - a. select either “An Academic Organization...” or “Yourself/Another Individual”
  - b. If you select “An Academic Organization” type in the location and click on “Search”
  - c. The Institution will pop up
  - d. Verify the location info is correct and click “select”
  - e. If your Institution does not show up click “Enter your own” and follow the prompts, then save and continue.



15. **Order Details—**

- a. under the “To” field “**When do you want this sent?**”
- b. Select either “**Send Now**” or “**Hold for Grades**”

16. **\*\*If you would like to send another transcript to another location**

- a. Click “**Add Another Destination**” and follow Steps 15 & 16

17. When you have Added as many destinations as needed then click the “**Save and Continue**”

18. Verify all info and click “**Continue**”

19. **Provide Consent**

- a. In the grey box use your mouse to write your signature
- b. “Type Name” in the box below and click the small box verifying who you are
- c. Click “**Save & Continue**”

20. **Payment**

- a. Enter all payment info and click “**Checkout**”

21. You can now track your order

**WHAT HAPPENS NEXT**

1. Once you place your order, Parchment will notify ASI and your order will be reviewed
  - a. ASI can either approve your request or place it on hold. If they place your request on hold, you should contact ASI directly to resolve the matter.
2. Once approved, ASI uploads your transcript into Parchment and Parchment will deliver it to its destination. Or, if you ordered a paper transcript, ASI will get it to its destination.
3. You can track the process on Parchment.com.

