



LPCS FINAL TRANSCRIPT INSTRUCTIONS

I will email your student email address when your final LPCS transcripts have been loaded into [parchment.com](https://www.parchment.com). *It is your responsibility to log into [parchment.com](https://www.parchment.com) and request your final transcript to be sent to the college you are attending in the fall.* The estimated date for final transcripts to be loaded into parchment.com is between June 12-14. Please check your email the second week of June!

LPCS Parchment link: <https://www.parchment.com/u/registration/27098/account>

When you order your transcript between June 12-30, 2024 there is no cost to you to send your transcript. Your transcript will be stored in [parchment.com](https://www.parchment.com) for the future, and if you need a transcript after this summer you can log in to request a transcript, but there will be a small fee involved to send your transcript.

*Also, your LPCS student email will expire at the end of July. Please make sure to go into your parchment.com account to change your student email address to a personal email. See instructions at the end of this document on how to change your email address in parchment.com

If you took dual credit classes from any university you will need to follow each university's procedures for transcripts. Simply type in Google Search "How do I get my transcript from _____ University".

HOW TO CHANGE YOUR EMAIL AT PARCHMENT.COM

To update your email address, you need to add your new email address to your account first and then delete the old one.

1. Click **Profile > Account Settings**.
2. Click **Add another email address to this account**.

3. Enter the secondary email address and click **Add Email**.
4. Go to the email account of the email address you just added, and open the email that you should have received from us (check your Spam folder if you didn't get it).
5. Copy the verification code from the email and enter it into the web page that you were just on.
6. Click **Make Primary**.
 - This turns the email address that you just added into the primary email address on this account.
7. Click **Delete** next to your old email address.
8. Click **Continue** when you get the 'Are you sure you want to delete this email?' message.