

## Grandville High School – Parchment Communication Schedule

**Phone Message:** “Alumni/Graduate transcripts are only available by logging on to Parchment.com. No walk-in, telephone or e-mail requests are accepted.”

**August Student Registration:** Seniors pick up their schedules and Chromebooks. There is a help session during their registration time to set up their Parchment account if needed.

**Fall:** Counselors meet with Seniors regarding their graduation status. Seniors are reminded to submit their college applications and to set up their Parchment account if they haven't already done so.

**December:** Junior transcripts are uploaded to Parchment and the students receive an e-mail inviting them to set up their account. Scheduling begins in December and counselors meet with Juniors in small groups to schedule their Senior year. Juniors set up their Parchment account at this time and are encouraged to order the self-view so they become familiar with the process. If a Junior or Senior enrolls during the school year their information is added to Parchment to receive the invitation to set up their account.

**Daily Announcements:** After Spring Break the daily announcements remind seniors to order their Final Transcript.

**Senior Newsletter:** Reminder for parents and soon-to-be graduates about ordering the Final Transcript through Parchment and the charge incurred if they wait until after July 31.

**Senior Survey:** Sent to Seniors in late April through Google Docs to document their plans for the Fall. This is where Seniors are reminded again that it is their responsibility to order their transcript from Parchment.

**Senior All-Night Party:** At the end of the all-night party the graduates are given an envelope which contains their actual diploma, scholarship certificate sent by their college, etc. Also included is a note which reminds graduates that it is their responsibility to order their Final Transcript through Parchment. The note reads:

*Colleges require your final transcript to complete your enrollment. It is your responsibility to order your transcript through Parchment.com*

**Summer Newsletter:** Reminds incoming Seniors to use Parchment to send their transcripts to colleges.

**Update Website:** Add custom Grandville High School-Parchment OrderLink to Homepage and Counseling webpage.