



Transcripts

If applying for college through [Common App](#), transcripts will automatically be uploaded and sent. All other transcripts requests should be made using [Parchment](#).

Steps for using Parchment

1. Create an account using a personal email. DO NOT USE YOUR SCHOOL EMAIL. This will prevent you from accessing your account after graduation.
2. Add WMCHS as your high school.
3. Select the organization you would like to send a transcript to.

Note: Please allow 2-3 business days for transcripts to process during the school year. Transcript requests during the summer will be processed on a weekly basis.

[Parchment User Guide](#)