

STEP BY STEP INSTRUCTIONS FOR ORDERING A TRANSCRIPT

Once you have created an account or logged into your existing account, the first screen allows you to choose where the transcript is to be sent. You have two options:

- 1 Send the transcript to the general email (or physical address) of another higher education institution by using the search function.
Use the search function to find the institution. The email (or physical) address used by that school will be automatically generated for you.
- 2 Send the transcript to the email or physical address of a specific person or office.
Use the small link **below** the search box to enter a specific email address or physical address.

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

Lewis & Clark

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order



Where would you like your document(s) sent?

1 →

2 → [Or Send to Yourself, Another Individual, or Third Party](#)

If you choose the generic search function (1), the destination will be pre-filled and the transcript type (e-transcript or paper transcript) will be chosen based on the preference of the receiving college.

If you choose the link that allows you to specify an address (2), you will be allowed to enter that specific data. You will first be taken to the “Select Documents” screen to choose the type of transcript.

| Select Product Type | |
|---|---|
|  | <p>College of Arts and Sciences (undergraduate) eTranscript \$5.00</p> <p>Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...</p> |
|  | <p>College of Arts and Sciences (undergraduate) paper transcript \$5.00</p> <p>Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Paper transcripts are...</p> |

After you have chosen the transcript type, the next step is the “Order Details” screen. **Please carefully read the information about ordering.**

Orders are generally processed within a few business days. (Allow additional processing time for transcripts from 1986 or earlier.) Paper transcripts are mailed via the US Postal Service or via FedEx rush shipping and additional mailing charges apply. If you do not need a paper copy, we encourage you to consider ordering an eTranscript which may be delivered and tracked more efficiently and economically. Etranscripts for current or recent students may be sent within hours.

Please note that our ordering system processes all requests as soon as they are received. If you are waiting for grades or a degree to be posted, do not submit your order until those grades (or the degree) have been posted.¹ The example below is for e-transcripts. The screen is similar for paper transcripts.

Order Options

The transcript type is governed by the choice you made on the "Select Documents" page. You cannot change it here. To discard this order, simply click on the "Home" link at the very top left side of the page – above the Lewis & Clark banner.

Delivery Mode: **Electronic**

Processing Time: **Now**

Recipient Name*

* Required

Email Address*

Enter the recipient's email address for delivery

Transcript Type: **Undergraduate**

Attachment (Optional): No file selected.

Attach only documents which are already complete and that you wish to go directly to the recipient specified. Documents which require additional processing, verification or signature from Lewis & Clark officials should not be attached here.

Purpose for Transcript (Optional):

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

The delivery mode is governed by the type of transcript you chose. You cannot change it here. To discard this order, simply click on the "Home" link at the very top left side of the page – above the Lewis & Clark banner.

All orders are processed immediately. There is no option to hold the transcript for current semester grades. See details on the web page or below.

Enter the recipient name and email address.

Attach a document here – be sure to read the information about attachments.

Select the reason for the request. This assists us in gathering information to better serve students in the future.

Add another transcript or continue with your order.

¹ If you are **currently enrolled** at LC, and want the current semester grades to appear on the transcript, do not order until you can view the grades on WebAdvisor. If you order a transcript prior to grades being visible on WebAdvisor, the transcript will not include the current semester grades.


Degrees for students are posted 3-4 weeks after the end of the semester in which the student graduates. If you are **graduating at the end of the current semester** and want your degree to be included on the transcript, do not order your transcript prior to the dates listed below:

December graduation: January 15 • May graduation: May 25 • August graduation: September 15

Choosing your shipping method (for paper transcripts)

If you have ordered a paper copy, rather than an etranscript, you may choose either a standard or a rush shipping option. In the "Order Options" section, you'll be able to choose the method.

Order Options

Processing Time  Now

Mailing Method Select One

Transcript Type Undergraduate

Attachment (Optional) Browse... No file selected.

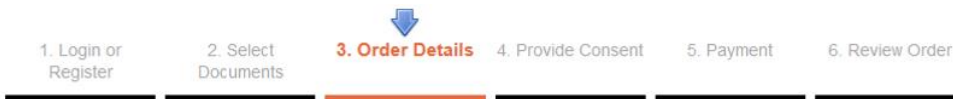
Attach only documents which are already complete and that you wish to go directly to the recipient specified. Documents which require additional processing, verification or signature from Lewis & Clark officials should not be attached here.

Drop down

Mailing Method


- Select One
- Select One
- Standard (USPS) \$2.50
- FedEx Overnight Domestic \$25.00

You will be asked to confirm your order and proceed to checkout. (You can also elect to order more products first.)



Your Shopping Cart Contents

Total Items: 1 Amount: \$5.00

| Qty. | Document Name | Unit | Total | |
|------|--|--------|--------|---------------------|
| 1 |  College of Arts and Sciences (undergraduate) eTranscript | \$5.00 | \$5.00 | Remove |

Delivery Mode - Electronic
Processing Time - Now
Recipient Name - [REDACTED]
Email Address - [REDACTED]
Transcript Type - Undergraduate
Document Date - 10/10/2018 14:24:11

Sub-Total: \$5.00

Update Shopping Cart Continue Shopping Checkout

On the “Provide Consent” screen, you will be notified of your consent that is already on file, or requested to confirm your authorization to deliver the transcript.

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Consent form to release academic records

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA dictates that College staff members may not share any information, other than directory information, with anyone outside of the College system. This includes, but is not limited to, information about grades, disciplinary history and action, health concerns, and the balance in your accounts. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Exceptions to this Act are allowed in life-threatening situations. College administrators within the College system may share information about students and residents on a need-to-know basis.

By checking the box below, you represent that you are the student requesting to release your own educational records, and you are providing consent to release your educational records. In compliance with the Family Education Rights and Privacy Act of 1974, all transcript requests MUST BE MADE BY THE STUDENT; no requests can or will be accepted from a third party (including parents). It is the responsibility of the student to assist in their own privacy protection by not allowing access of their educational records to others, including the release of their college personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the [U.S. Department of Education's website](#) for further information regarding FERPA

I ACCEPT 

Next

On the payment screen, you will need to enter credit card information to complete the order.

How will I know if my transcript order has been received, or if it has been delivered?

You will receive a number of confirmation emails advising when we have received your order, and when it has been made available or delivered. Emails will contain the “status” of your order.

- **Processing** means that the order has been received by Lewis & Clark. If your order has been in this status for more than a couple of days, you should contact your school. (Please do note that for students who attended in 1986 or earlier, it may take up to 5 business days to retrieve records.)
- **Available** (electronic documents) means your order has been processed and the recipient has received an email with a link in it to access your document. If the recipient didn't get this email, s/he should check his/her Spam folder.
- **Delivered** (electronic documents) means that either the recipient downloaded the document using the link received in the email, or, if the document was delivered to a school that is part of the Parchment network, the document is in the school's Parchment account.
- **Delivered** (paper documents) means that your document has been **mailed**. Please note that standard delivery can take 7-10 days. If you requested FedEx (overnight) delivery, you would have received an email with a tracking number. Go to the [FedEx tracking web page](#) and enter your tracking number to track your document.
- **Canceled** means that your order has been canceled. Refer to the email you received for more details.
- **Error** means that we encountered an error while processing your order. Refer to the email you received for more details.