

GED Third Party Ordering

Parchment Receive allows you to request a GED transcript on behalf of an individual. This document explains how to do this, including how to upload the signed FERPA document. It is necessary that the individual signs a FERPA document and that you upload it because it gives us permission to release the GED transcript.

For full instructions on how to use Parchment Receive, including details on how to download documents that you receive, you can read the user guide. However please note that the user guide does not explain how to request GED transcripts - you will find those instructions below. Download the Parchment Receive user guide here: exchange.parchment.com/receive_user_guide.pdf

TO REQUEST A GED TRANSCRIPT

1. Log in to exchange.parchment.com.
2. Click **Receive > Requests > Student Requests**.
3. Enter the student's information in the applicable fields. Fields with a * (asterisk) are mandatory.
4. Under **FERPA Authorization**, you need to upload the signed FERPA document.
 - a. Click **Browse** to find the file, and then click **Upload**.
 - b. Check the box that confirms the document contains the FERPA compliant student signature.
 - c. Click **Continue**.
5. Click **Search for sending institutions**.
6. Select **College**.
7. Enter **GED** next to **Institution Name**.
 - You do not need to enter the city or state.
8. Click **Search**.
9. Select the GED jurisdiction where the individual took the test.
10. Click **Save and Continue**.
11. Enter the enrollment information and click **Save and Continue**.
12. Review the request and click **Checkout**. Pay any applicable fees and then you'll get a confirmation page, which means the transcript request has been submitted.

Identify Sending Institutions for asdf sadf

Search for Sending Institutions Enter Identifying Codes for Sending Institutions

Search for the sending institutions the student previously attended.

Institution Type: High School College

Institution Name:

Country:

City:

State/Province:

NEED HELP?

Go to exchange.parchment.com, log in, and click **Support**. You will find answers to many questions. And if you get stuck, click **Submit a ticket** and someone from our technical support team will contact you right away.