

**To order transcripts, Legion Collegiate Academy utilizes the Parchment application. Transcripts can be requested for personal copies and to be sent to colleges, universities, and organizations like the NCAA and NAIA .**

**This is a free service for students until July 31<sup>st</sup> after their senior year.**

**Directions to request a transcript via Parchment:**

Go to <https://www.parchment.com/u/registration/33476725/account>

Select "New Learner Account"

Scroll down and Complete Information Below to Create an Account

Note: A registration code is not needed

It is recommended that students do not use their legionlancers.org email address as this address will not be accessible after graduation from Legion.

Click Sign Up

Within Parchment Account

Order/Request Your Transcript

Select Destination (i.e. "University of South Carolina - Lancaster" or "York Technical College") or "I am sending to myself or another individual"