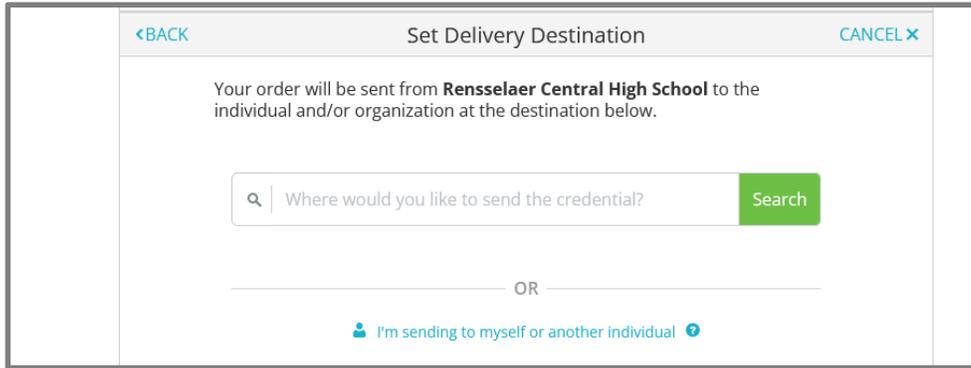


SELECT YOUR DESTINATION

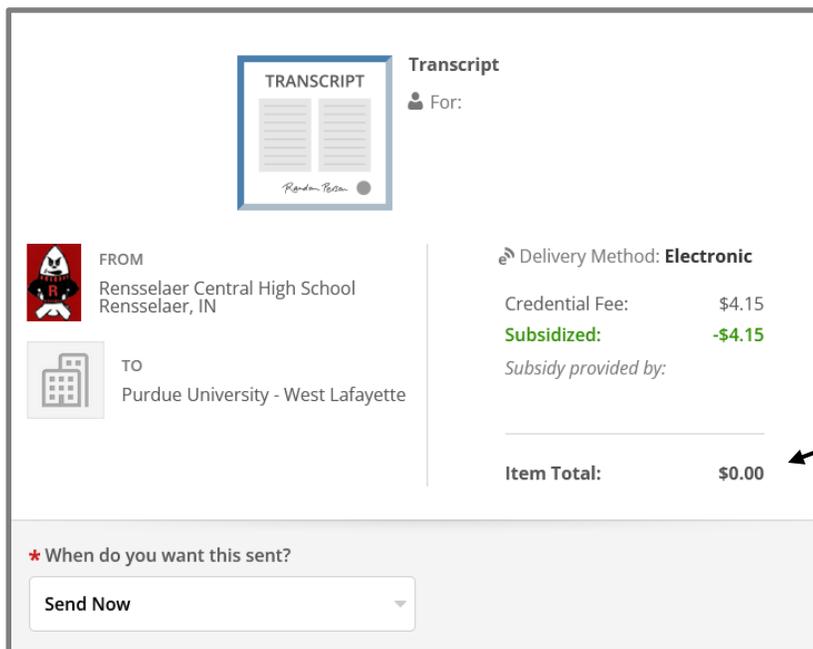
You are ready to tell us where to send your transcript. You can send your transcript to an Academic Institution, yourself or another individual.



The screenshot shows a mobile application interface for setting a delivery destination. At the top, there are navigation options: a blue '<BACK' button on the left and a blue 'CANCEL X' button on the right. The main heading is 'Set Delivery Destination'. Below this, a message states: 'Your order will be sent from **Rensselaer Central High School** to the individual and/or organization at the destination below.' There is a search input field with a magnifying glass icon on the left, the placeholder text 'Where would you like to send the credential?', and a green 'Search' button on the right. Below the search field is a horizontal line with the word 'OR' centered. At the bottom, there is a blue link with a person icon that says 'I'm sending to myself or another individual' followed by a blue question mark icon.

If sending to an academic institution start typing the name of the college in the search box and select the correct option. If sending to yourself or another individual, select that option.

You are now at the Order Details page where you can view your order and select if you like to **Send Now** or **Hold for Grades**. You should select **Hold for Grades** if you want to wait until your next semester grades are in before having your transcript delivered.



The screenshot shows the 'Order Details' page for a transcript. At the top, there is a 'TRANSCRIPT' icon and the title 'Transcript'. Below the title, there is a 'For:' field with a person icon. The 'FROM' section shows the Rensselaer Central High School logo and the text 'Rensselaer Central High School, Rensselaer, IN'. The 'TO' section shows a school building icon and the text 'Purdue University - West Lafayette'. The 'Delivery Method' is 'Electronic'. A table shows the 'Credential Fee' as '\$4.15' and 'Subsidized' as '-\$4.15'. Below this, it says 'Subsidy provided by:'. The 'Item Total' is '\$0.00'. At the bottom, there is a question '* When do you want this sent?' with a dropdown menu currently set to 'Send Now'.

*While you're in High School there should never be a charge to send your transcript.

Provide Consent Signature

- Use your mouse or stylus to sign your name in the box.
- Type your name into the box and check to confirm that you are authorized to order the transcript.

*For minors, a parent must sign, if you feel your parent is comfortable with you signing and typing their name, continue otherwise wait and have your parent sign. Once you sign it will remain in your account, you won't have to do it every time you log in.



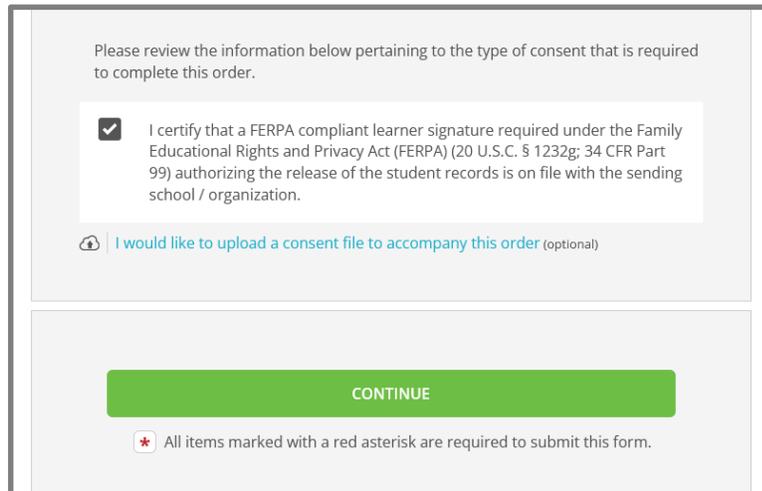
Clear Signature

Sign here with mouse:

Name:

I certify under penalty of law that I am the individual identified above and I am authorized to take this action.

Select the box that you consent to completing the order and click **Continue**.



Please review the information below pertaining to the type of consent that is required to complete this order.

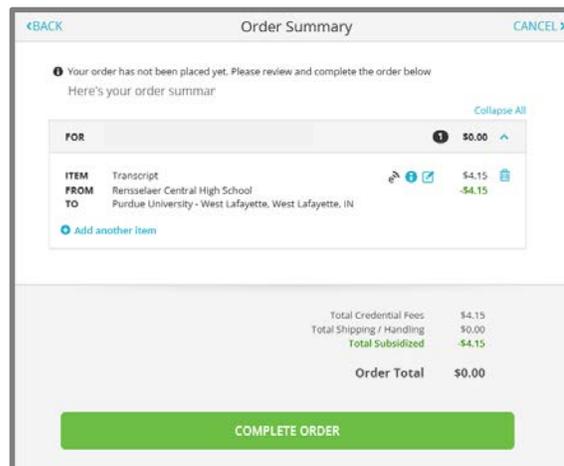
I certify that a FERPA compliant learner signature required under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) authorizing the release of the student records is on file with the sending school / organization.

I would like to upload a consent file to accompany this order (optional)

CONTINUE

* All items marked with a red asterisk are required to submit this form.

When you are ready to complete your order, click **Complete Order**



Order Summary

Your order has not been placed yet. Please review and complete the order below

Here's your order summary

FOR	Amount
Transcript	\$4.15
Rensselaer Central High School	-\$4.15
Purdue University - West Lafayette, West Lafayette, IN	

Total Credential Fees \$4.15
Total Shipping / Handling \$0.00
Total Subsidized -\$4.15
Order Total \$0.00

COMPLETE ORDER