

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 web form titled "Set Delivery Destination". At the top, there are links for "<BACK" and "CANCEL X". Below the title, 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 bar with the placeholder text "Where would you like to send the credential?" and a green "Search" button. Below the search bar, there is a horizontal line with "OR" in the center. At the bottom, there is a link that says "I'm sending to myself or another individual" with a person icon and a help 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 "Transcript" order details page. At the top, there is a "TRANSCRIPT" icon and the word "Transcript". Below this, there is a "For:" label 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". The "Credential Fee" is "\$4.15" and the "Subsidized" amount is "-\$4.15". The "Subsidy provided by:" field is empty. The "Item Total" is "\$0.00". At the bottom, there is a question "When do you want this sent?" with a dropdown menu showing "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**

[<BACK](#)Order Summary[CANCEL X](#)

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

Here's your order summary

FOR

ITEM

Transcript

FROM

Rensselaer Central High School




TO

Purdue University - West Lafayette, West Lafayette, IN

\$0.00

\$4.15

-\$4.15



[Add another item](#)

Total Credential Fees

\$4.15

Total Shipping / Handling

\$0.00

Total Subsidized

-\$4.15

Order Total

\$0.00

COMPLETE ORDER