Home   My Account   Order Status   Support   Contact Us Shopping Cart: \$0   Sign					
	~		L E G	N <sup>®</sup> E	
1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. Payment	6. Review Order
Where would ye	ou like your do	ocument(s) sen	t?		
	Institution Nam	ne, Acronym, Location	n, or Email	<b>Q</b> SEAR	сн
	Or Send to Yourself,	Another Individual, or Th	ird Party		
	Соругі	Parchment Orde ght © 2006-2016 Parch Privacy Policy. 04:19pn	ering Service v2.9 ment Inc. All Rights Reser Refund Policy. n PDT 01	rved.	

1. Type in the search box for an institution, employer, or email address; or click the Send to Yourself, Another Individual, or Third Part link

Home   My Account   Or	der Status   Support	Con	tact Us		Sho	opping Cart: \$0	Sign Out
		LA c	KE N		AN <sup>®</sup>		
1. Login or Register	2. Select Documents	3. Oro	ler Details	4. Provide Consent	5. Payment	6. Review (	Order
Where would yo	ou like your doo	umer	nt(s) sen	t?			
	Start by searching fo Institution Name, Acronym,	r your de	estination: or Email				
	Lake Michigan (	Ollege			Q SEA	RCH	
	1 Matches Found:						
INSTITUTION			EMAIL		LOCATION		
Lake Michigan College	<u>;</u>	6	records@la	kemichigancollege.edu	Benton Harbor, MI, U	S SELECT	
Not finding your	<b>destination?</b> In manually by using a ph	vsical ad	ldress or an E	mail address	E	NTER YOUR O	WN
	Copyrigi	Pa nt © 2000 P	rchment Orde 6-2016 Parch Privacy Policy. 04:21pn	ring Service v2.9 ment Inc. All Rights Re Refund Policy. PDT 01	served.		

2. Click to select your search results or enter the information manually with the Enter Your Own button

Home         My Account         Order Status         Support         Contact Us         Shopping Cart: \$0         Stopping Cart: \$0						
	MICHIGAN <sup>®</sup>					
1. Login or Register 2. Select 3. Order Details Documents	4. Provide Consent 5. Payment 6. Review Order					
Product Description						
Order an official, certified PDF of your transcript. Orders are g processing time for high volume periods).	enerally processed within the same day (Allow additional					
Please confirm with the recipients that they will be able to rece problems with spam filters, please instruct recipients to allow e	eive an electronic copy of your transcript. Also, to avoid potential emails from Parchment (noreplyint@parchment.com).					
<ul> <li>NOTES:</li> <li>This is the fastest, most secure, and environmentally friend</li> <li>Transcripts will not be processed for those with restrictions</li> <li>Students who attended prior to Fall semester 1998 may need to be addressed for the semester 19</li></ul>	ly method to request your transcript. or holds placed on their account. ed to allow additional time for legacy record processing.					
Destination:	Document Name:					
Lake Michigan College Benton Harbor, MI 49022-1881 Continue	e Transcript - \$7.50 Switch to Mail Delivery					
Order Options						

Order Options	
Delivery Mode	Electronic
Processing Time 🕢	Now     Hold for Grades     Hold for Degree       Holds are for current term only
Purpose for Transcript (Optional)	-
Attachment (Optional)	Browse

**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).

# Add Another Item Continue Parchment Ordering Service v2.9 Copyright © 2006-2016 Parchment Inc. All Rights Reserved. Privacy Policy. Refund Policy.

04:22pm PDT 01

## 3. Use this page to do several things:

- a. Switch to mail/paper copy if desired
- b. Select hold for grades or degree if desired
- c. Add attachments
- d. Add another copy of transcript



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

### Your Shopping Cart Contents

		Tot	al Items: 1 Amount: \$7.50			
Qty.	Document Name	•		Unit	Total	
1	Delivery Mode - Processing Time Document Date Send To - Lake M	Electronic - Now - 07/27/2016 16:22:33 Aichigan College	eTranscript	\$7.50	\$7.50	Remove
					Sub-Tota	: \$7.50
Updat	te Shopping Cart			Continue Sho	opping	Checkout
		Par Copyright © 2006 P	rchment Ordering Service v2.9 5-2016 Parchment Inc. All Rights Reserve rivacy Policy. Refund Policy. 04:24om PDT 01	ed.		

- 4. Review a summary of your order and do one of the following:
  - a. Make changes to your order (update shopping cart)
  - b. Add another order (continue shopping)
  - c. Finish order and proceed to checkout (checkout)



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 University staff members may not share any information, other than directory information, with anyone outside of the University 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 students 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. University administrators within the University 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 university personal identification numbers, Student ID or SSN, computer login usernames and passwords, etc.

Please visit the U.S. Department of Educations website for further information regarding FERPA

I ACCEPT

Next

Parchment Ordering Service v2.9 Copyright © 2006-2016 Parchment Inc. All Rights Reserved. Privacy Policy. Refund Policy. 04:27pm PDT 01

5. Accept the FERPA consent and click Next

			LEG	E		
1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. F	Payment 6	. Review Order
Confirm Your Billing Info:						
Test Credit Card: Vis Card Owner's I Test Card Num Expiration Date CVV Number (I	a Name: ber: e: More Info)	Sara S 4111X Januar 111	kinner XXXXXXX1111 y, 2025		Edit Payr	nent Information
Billing Address: (*Mu Sara Skinner Hartford, MI 4 United States	<b>st match the add</b> 9057	ress associated with	your credit card)		Edi	t Billing Address
Confirm Your Document	Request:					
Document Name				Qty.	Unit Price	Total
e i ranscript Delivery Mode - E Processing Time	Electronic			1	\$7.50	\$7.50
Document Date -	07/27/2016 16:22	:33				
Send To - Lake M	ichigan College					
					Sub-Total: Total:	\$7.50 \$7.50
Note - If the email addres	s of the recipient is	s a member of the Par	chment Exchange net	twork, Pa	archment will de	iver to their
Back	inisteau of theif ei	nair auuress, accordir	ig to their preference.			Confirm

# 6. Enter payment information

			LEG	E		
1. Login or Register	2. Select Documents	3. Order Details	4. Provide Consent	5. P	ayment	6. Review Order
Confirm Your Billing Info:						
Test Credit Card: Visa Card Owner's Na Test Card Numb Expiration Date: CVV Number (Mo	ame: er: ore Info)	Sara S 4111X Januar 111	kinner XXXXXXX1111 y, 2025		Edit Pa	yment Information
Billing Address: (*Must Sara Skinner	match the add	ress associated with	your credit card)		E	dit Billing Address
Hartford, MI 490 United States	057					
Confirm Your Document R	equest:					
Document Name				Qty.	Unit Price	Total
eTranscript Delivery Mode - Ele Processing Time - Document Date - 0 Send To - Lake Mic	ectronic Now 7/27/2016 16:22 higan College	:33		1	\$7.50	\$7.50
					Sub-Tota Tota	nl: \$7.50 nl: \$7.50
Note - If the email address	of the recipient is	s a member of the Par mail address, accordin	chment Exchange net	work, Pa	rchment will d	eliver to their
Back			g is then protoronide.			Confirm

# 7. Review order and edit information if necessary, then confirm



Order #9717086

Thank you for using our document ordering site.
Your order has been submitted and is being processed.
Note: When payment is made with a credit card, the order will appear as "Parchment" on the credit card statement.
Log Off
Parchment Ordering Service v2.9 Convright © 2006-2016 Parchment Inc. All Rights Reserved
Privacy Policy. Refund Policy.
04:32pm PDT 01

- 8. Receive the order number and submission confirmation. Student will immediately receive an email with more detail
- 9. Log off