



1. Login or Register


2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

6. Review Order

Where would you like your document(s) sent?

 SEARCH

Or [Send to Yourself](#), [Another Individual](#), or [Third Party](#)

Parchment Ordering Service v2.9

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[Privacy Policy](#). [Refund Policy](#).

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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



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Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

1 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Lake Michigan College	records@lakemichigancollege.edu	Benton Harbor, MI, US	<input type="button" value="SELECT"/>

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

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



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Product Description

Order an official, certified PDF of your transcript. Orders are generally processed within the same day (Allow additional processing time for high volume periods).

Please confirm with the recipients that they will be able to receive an electronic copy of your transcript. Also, to avoid potential problems with spam filters, please instruct recipients to allow emails from Parchment (noreplyint@parchment.com).

NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to Fall semester 1998 may need to allow additional time for legacy record processing.

Destination:

Lake Michigan College
Benton Harbor, MI 49022-1881

Continue

Document Name:

eTranscript - \$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)

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).

Total \$7.50

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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 Documents

3. Order Details


4. Provide Consent

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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

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5. Accept the FERPA consent and click Next

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- 6. Review Order

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name:	Sara Skinner	Edit Payment Information
Test Card Number:	4111XXXXXXXX1111	
Expiration Date:	January, 2025	
CVV Number (More Info)	111	

Billing Address: (*Must match the address associated with your credit card)

Sara Skinner	Edit Billing Address
3551 Jackson St	
Hartford, MI 49057	
United States	

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$7.50	\$7.50
Delivery Mode - Electronic			
Processing Time - Now			
Document Date - 07/27/2016 16:22:33			
Send To - Lake Michigan College			
Sub-Total:			\$7.50
Total:			\$7.50

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back

Confirm

6. Enter payment information

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Payment

 **6. Review Order**

Confirm Your Billing Info:

Test Credit Card: Visa

Card Owner's Name: Sara Skinner
Test Card Number: 4111XXXXXXXX1111
Expiration Date: January, 2025
CVV Number [\(More Info\)](#) 111

Edit Payment Information

Billing Address: (*Must match the address associated with your credit card)

Sara Skinner
 6500 W. Lakeshore Dr.
 Hartford, MI 49057
 United States

Edit Billing Address

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$7.50	\$7.50
Delivery Mode - Electronic			
Processing Time - Now			
Document Date - 07/27/2016 16:22:33			
Send To - Lake Michigan College			

Sub-Total: \$7.50

Total: \$7.50

Note - If the email address of the recipient is a member of the Parchment Exchange network, Parchment will deliver to their Parchment Receive inbox instead of their email address, according to their preference.

Back

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

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