

Ordering Transcripts Through Parchment

THE QUARRY LANE SCHOOL

Create An Account

If you don't have an existing Parchment account, please select "New Learner Account" to sign up. To register, please select "I do not have a registration code" and complete all the fields with your information. Please make sure that your name and date of birth are completed accurately. For "Start Year", please enter the year you started courses at Quarry Lane and for "Last Year Attended", please enter the year you last attended courses at Quarry Lane.



Existing User Account

I have an existing learner or third party account with Parchment.

OR



New Learner Account

I am a student or parent in need of a Parchment learner account.

OR



New Third Party Account

I am an administrator or third party ordering on behalf of a student.

Welcome to Parchment. We're offering this service to make ordering transcripts easier for you. It's also more efficient for your school, and will deliver your transcripts to the colleges you choose in the format they prefer.

If you have any questions about Parchment, select the "help" link above. If you have any questions about your transcript order, please email registrar@quarrylane.org.

- I do not have a registration code (provided by my school)
 I have a registration code

First Name

Middle Name

Last Name

I would like to add a maiden name or variation to help match the credential I'm ordering

I am a parent / legal guardian

Date of Birth

MM DD YYYY

Gender (Optional)

Gender

Start Year

YYYY

Last Year Attended

YYYY

Highest Level of Education

None selected

Email

Password (Must be at least 7 Characters)

Re-type Password

By signing up you agree to the Parchment [terms of use](#) and [privacy policy](#).
Already have an account?

SIGN UP

Step 1: Order Transcript

Click on "Order" to start your transcript order.

Your Schools / Organizations:



Quarry Lane School
Dublin, CA

[Enrollment Info](#)

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your
Transcript



Order

Step 2: Select Your Destination

- ∅ If you would like to send transcripts to a college, type in the name of the school and click “Search”. Options for the Institution will then appear. Select the correct institution.
- ∅ If you would like to send the transcript to yourself or another individual, select the “Yourself or Another Individual” option and fill in the required information. You can choose to send transcripts electronically or by mail.



A message from Quarry Lane School

Thanks for your order. We will process your order as soon as possible and reach out to you if we have any questions.

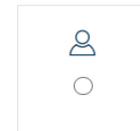
Select a destination

Where would you like to send your credential



An Academic Organization, Admissions Office, Business, or Other Organization.

OR



Yourself or Another Individual

carnegie mellon

Search

[Advanced Search](#) ▼

Institution	Location	Organization Type	
Carnegie Mellon University	Pittsburgh, PA, US	College /Undergraduate	Select
Carnegie Mellon University, Heinz College Graduate Admission	Pittsburgh, PA, US	College /Graduate	Select
Carnegie Mellon University in Qatar	Doha, QA	College /Undergraduate	Select

Step 3: Order Details

∅ In the Order Details page, you can click “Add Another Destination” if you want to send it to another school.

∅ Transcripts will be sent electronically by default to schools in the Parchment network (preferred method for most schools). If you would like to select the mailed delivery method instead, you can click “Switch to Print & Mailed” on the left-hand side under “Delivery Method”.



Order Details

Your order has NOT been placed yet.

Item(s) being ordered:

 FROM Quarry Lane School Dublin, CA	 TO Carnegie Mellon University Pittsburgh, PA, 15213-3890	Delete this item
 Transcript Delivery Method Electronic Switch to Print & Mailed	When do you want this sent? Send Now	
Add Another Item	+ Add Another Destination	

Credential Fee	\$3.95
Shipping / Handling	\$0.00
Item Total	\$3.95

Total Credential Fees	\$3.95
Total Shipping / Handling	\$0.00
Order Total	\$3.95

[Save & Continue](#)

Step 4: Review Your Order



Please Review Your Order (2 Credentials)

Your order has NOT been placed yet.

Item(s) being ordered:

[Edit Order](#)

 FROM Quarry Lane School Dublin, CA	 TO Carnegie Mellon University Pittsburgh, PA, 15213-3890	
 Transcript Delivery Method 📧 Electronic	When do you want this sent? Send Now	
		Credential Fee \$3.95 Shipping / Handling \$0.00
		Item Total \$3.95

 FROM Quarry Lane School Dublin, CA	 TO Pennsylvania State Univ - Undergraduate Admissions University Park, PA, 16802-1204	
 Transcript Delivery Method 📧 Electronic	When do you want this sent? Send Now	
		Credential Fee \$3.95 Shipping / Handling \$0.00
		Item Total \$3.95

Step 5: Provide Consent

Sign and type your name to provide consent.



Provide Consent

I authorize Parchment to release my academic credentials from Quarry Lane School to the destinations I select.

Sign here with mouse or finger:

A large grey rectangular area for signing. A large, dark grey 'X' is drawn across the area.

Clear Signature

Type Name:

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

Save & Continue

Step 6: Payment & Checkout

- ∅ Enter your credit card and billing information to complete your order, then click “Checkout”.
- ∅ Please note that your order is not placed and considered final until you have completed all the steps and you receive a DID#.



Payment Information (2 Credentials)

Enter your payment information below.

Credit Card Number

Enter the 16 digits on the front of your credit card without spaces or dashes



Expiration Date

Enter the month and year your credit card expires

First Name

Last Name

Country

Address

City

State/Province

Postal Code

Phone Number

Checkout

FAQs

- Should I register as the student or the parent?

It is best for the student to register in Parchment and request transcripts as the student. However, Parchment also allows parents to create a parent account, if parents want to create an account.

- Do I need a registration code to register?

No, you do not need a registration code to register. Parchment will match you to your academic records at Quarry Lane based on your name and date of birth.

- What should I put as my “graduation/last year attended” year if I took a summer course at Quarry Lane?

Please put the year that you took the summer course at Quarry Lane. If you have taken multiple courses, put the most recent year which you finished the course.

- If I took summer courses multiple years at Quarry Lane, will all the courses/grades show up on my transcript?

Yes, all grades for courses taken at Quarry Lane will show up on your transcript.

- How much does each transcript request cost?

Each electronic transcript request is \$3.95. Mailed transcripts requests will cost an additional \$2.50.

- How can I request an unofficial transcript?

An unofficial transcript will be available to you after your account is linked to your records at Quarry Lane. You will receive an email once your unofficial transcript is available to you and you can view it from the main dashboard in Parchment. The unofficial transcript is free of charge. However, if you would like to request an official transcript to be emailed or mailed to you, you will be charged for each transcript requested.

Additional Questions?

Transcript-related questions: Email registrar@quarrylane.org

Parchment-related questions: Contact [Parchment Support](#)