A digital transcript will be generated for all Penn Foster graduates within 10 business days of completion. *Physical transcripts will not longer be provided, but they can always be ordered at Parchment.com for a small fee.*

Each transcript will be sent via email to the email address provided.

The email will come from Parchment (noreply@parchment.com), with the subject “You’ve Received A Document”



A link to access the student’s transcript will be provided within the email, along with the specific student’s name. Click the green “Access Transcript” to access the transcript:



Clicking this button will open the transcript immediately. You **MUST** download the transcript and save it to a destination/folder of your choice. **Each transcript MUST be downloaded within 30 days of receiving the email notification.**

There are 2 green buttons that allow you to download the transcript.



Once downloaded, the transcript will open in a PDF format and will always be accessible. From here, you can choose to leave the document within your internal download file, or you can ‘save as’ and rename/save the transcript to a destination/folder of your choosing.



Save as is located on the top right:



You will receive one email (with transcript link) per graduate. That’s it! You’ve successfully saved your student’s digital transcript!