

HOW TO SEND YOUR TRANSCRIPT TO PENN FOSTER

Option 1

Contact your prior high school to request an official transcript (fee may apply) to be sent to:

High School Transcript Center

ATTN: Better Worklife 929 Oak St. Scranton PA, 18515

Option 2

You can also access Parchment Transcript Services to see if your former High School is a participant in electronic transcripts and order your transcript through their website. Please note that fees may apply to this service and can range from \$0-30 depending on your former school's policies. You will access the Parchment website at www.parchment.com, verify that your High School is listed, and select Penn Foster as the school you wish to have your transcript sent to.

We'll take it from there! Once your transcripts are received by our team the evaluation process typically takes up to 2 business days. When the evaluation is complete, we'll notify you on the results and next steps.

1-800-427-3200 | betterworklife@pennfoster.edu

