



# ONLINE RECORDS REQUEST


SHERIDAN TECHNICAL COLLEGE



Sheridan Technical College has partnered with Parchment, a leader in eTranscript exchange to send transcripts and documents electronically, securely and confidentially.

## Records Request Instructions

Instructional videos are accessible under **Video Resources**. →

1. Click  or visit [tinyurl.com/STCparchment](https://tinyurl.com/STCparchment).
2. Select whether you are an “**Existing User**”, “**New Learner**”, or “**New Third Party**”. *Existing User* – students/alumni or third-party users who have previously created an account. *New Learner* – students/alumni who are using Parchment for the first time. *New Third-Party* – agencies/employers who are using Parchment for the first time.
3. If creating a new account, select the first option below which reads “**I do not have a registration code...**” when prompted.
4. After logging-in, follow prompts to request records and pay.
5. Allow 2-3 school days for processing.

## Archived Records

Records from 2004 or prior must be requested from Broward Schools Records Retention by calling 754.321.3150 or visit [www.browardschools.com/transcripts](http://www.browardschools.com/transcripts).

## GED Transcripts

Request GED transcripts at [www.ged.com](http://www.ged.com). Be sure to designate the school/institution you wish the document(s) to be sent. **Do not** submit a records request via Parchment.

## Student Enrollment Verification

Students/alumni can obtain the enrollment verification free of charge via the Focus Student Portal at [www.browardfocus.com](http://www.browardfocus.com). For instructions visit [tinyurl.com/StudentEnrollmentVerification](https://tinyurl.com/StudentEnrollmentVerification). **Do not** submit a records request via Parchment.

## Third-Party Enrollment Verification

Third-party such as employers and agencies must request records online via Parchment and pay the associated fee.

## High School Transcripts

High school transcripts must be requested via the student’s home high school even if the course(s) were completed at STC. **Do not** submit a records request via Parchment.

## Video Resources

Click or scan QR code to access video.

Creating a Learner Account  
(Students & Alumni)



Ordering a Transcript  
(Students & Alumni)



Getting Started  
(Third-Party Ordering)



Track Order  
Status



Contact Parchment  
Support



## Available Records

- Transcripts
- Technical Certificates
- Industry Credentials
- Health Documents
- Immunization Records
- Basic Skills Test Results
- Practical Nursing Permanent Record Card
- Third Party Verifications

## Pricing

Type of Request	Cost
Current Student	\$10.00 per document type (1 <sup>st</sup> free)
Alumni	\$10.00 per document type
Third-Party Enrollment Verification	\$25.00 per document type
International Paper Delivery	\$10.25 per document type

## STC Student Records

5400 Sheridan Street, Hollywood, FL 33021  
754.321.5460  
[www.sheridantechicalcollege.edu/records-request-form](http://www.sheridantechicalcollege.edu/records-request-form)



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