

Steps to ordering a transcript to be sent electronically to ESPB from Parchment.

- If your university uses Parchment to provide official transcript ordering via the web, follow the link from your Registrar's webpage to the Parchment website.
- Register for a Parchment account if you don't already have one.
- DO NOT enter espbinfo@nd.gov into the search box that shows on the Select Documents screen. You must click [Send to Yourself, Another Individual, or Third Party](#). If you do not click this link and instead enter our agency name or email address in the search box, ND Department of Corrections – Bismarck will show as a recipient option.
- Follow the steps to have an eTranscript sent to espbinfo@nd.gov.

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Where would you like your document(s) sent?



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

[Click here to send a transcript to ESPB](#)

Parchment Ordering Service v2.9
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[Privacy Policy](#). [Refund Policy](#).
12:21pm PST

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Select Product Type

	eTranscript Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). Please confirm with the...	\$12.00
	Paper Transcript - Mailed Order an official paper copy of your transcript. Orders are generally processed within a few business days (Allow additional processing time for high volume periods). NOTES: Transcripts will not be...	\$12.00

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12:22pm PST

Product Description

Order an official, certified PDF of your transcript. Orders are generally processed within a few business days (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.

Order Options

Delivery Mode

Electronic

Processing Time ⓘ

Now

Hold for
Grades

Hold for
Degree

Holds are for current term only

Choose the appropriate option for your situation

Recipient Name*

ESPB

* Required

Email Address*

espbinfo@nd.gov

Enter the recipient's email address for delivery

Attachment (Optional)

Choose File

No file chosen

Upload supporting document

Purpose for Request *

Licensing/certification

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).

Add Another Item

Continue

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12:22pm PST

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Your Shopping Cart Contents

Total Items: 1 Amount: \$12.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$12.00	\$12.00	<button>Remove</button>
Delivery Mode - Electronic				
Processing Time - Now				
Recipient Name - ESPB				
Email Address - espbinfo@nd.gov				
Document Date - 11/25/2020 12:22:53				

Sub-Total: \$12.00

Update Shopping Cart

Continue Shopping

Checkout

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12:24pm PST

1. Login or Register

2. Select Documents

3. Order Details

4. **Provide Consent**

5. Billing Info

6. Review Order



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

1. Login or Register

2. Select Documents

3. Order Details

4. Provide Consent

5. Billing Info

 **6. Review Order**

Confirm Your Document Request:

Document Name	Qty.	Unit Price	Total
eTranscript	1	\$12.00	\$12.00
Delivery Mode - Electronic			
Processing Time - Now			
Recipient Name - ESPB			
Email Address - espbinfo@nd.gov			
Document Date - 11/25/2020 12:22:53			
Purpose For Request - Licensing/certification			
Sub-Total:			\$12.00
Total:			\$12.00

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](#)