The E-Transcript Funds Request form is for Minnesota public schools to request reimbursement for all or part of the cost to set up new Parchment accounts to utilize e-transcript services. The Minnesota Office of Higher Education (OHE) is offering a limited number of schools up to $1,000 each. Please note that OHE can only reimburse set up costs at this time. Reimbursement for other costs associated with Parchment services is not available. Reimbursements will be made on a first come, first serve basis.

**Applicant Information**

|  |  |
| --- | --- |
| 1. School/District name |  |
| 1. Mailing address |  |
|  |  |
|  |  |
| 1. Contact person |  |
| 1. Contact phone number |  |
| 1. Contact email address |  |

1. Have you contacted Parchment for an estimate of set up and servicing costs? NO  YES 
   1. If NO, please contact Whitney Williams for an estimate before completing this form.

Whitney Williams

K-12 Central Regional Sales Representative

[wwilliams@parchment.com](mailto:smanahl@parchment.com)

direct 970-231-3209

|  |  |
| --- | --- |
| * 1. If YES, what is the cost estimate? |  |
| When do you plan to start services? |  |
| Payee Name (Who will OHE be reimbursing?) |  |
| Payee Address |  |
|  |  |
|  |  |

**E-Transcript Funds Request Contact Information**

Meredith Fergus

Manager, Financial Aid Research / SLEDS Coordinator

**Minnesota Office of Higher Education**

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