



How to Request Your Transcript from American College of Education

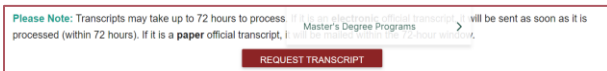
Pre-Request:

- Verify your grade is posted in your Learners Edge Account and access your [Letter of Completion](#)
- Receive an email from American College of Education for each course indicating your grade is posted and ready for request (3-4 business days after your grade is posted in your Learners Edge Account)

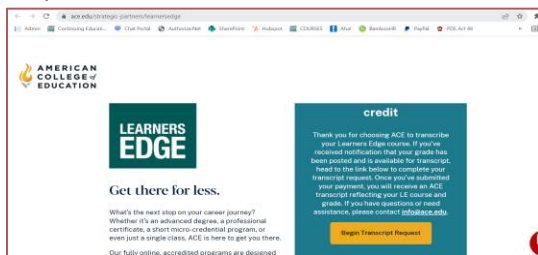
Transcript Request:

1. Review transcript request details on the [American College of Education Transcripts 101 page](#)

2. Click the Request a Transcript button



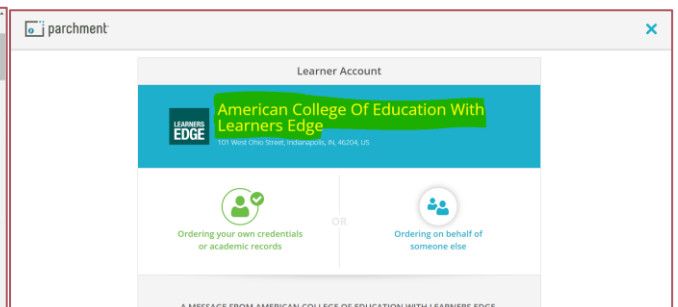
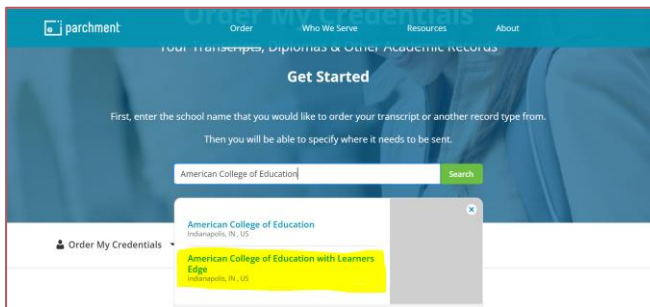
3. You will be redirected to <https://www.ace.edu/strategic-partners/learnersedge>. Click on the gold Begin Transcript Request Button.



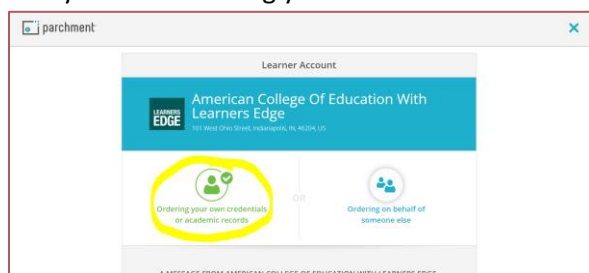
4. You are now redirected to Parchment (the service used by American College of Education for transcript requests). <https://www.parchment.com/u/registration/44244442/institution>

****American College of Education has created a separate Parchment portal for courses completed in partnership with Learners Edge. ****

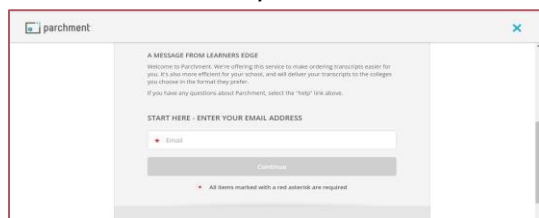
- You will need to use **American College of Education with Learners Edge** as the **Name of the School you are requesting your transcript from.** (If American College of Education is entered, your transcript request will be cancelled by the college and result in delays for transcript processing and receipt.)
- Your Transcript will be issued by American College of Education



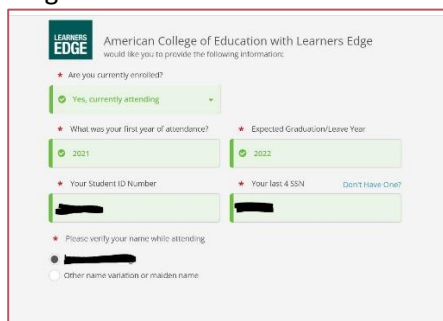
5. Once you have indicated that you are requesting a transcript from **American College of Education with Learners Edge** for your courses completed in partnership with American College of Education, click the green icon to indicate that you are “Ordering your own credentials...”



6. Scroll down to enter your email address



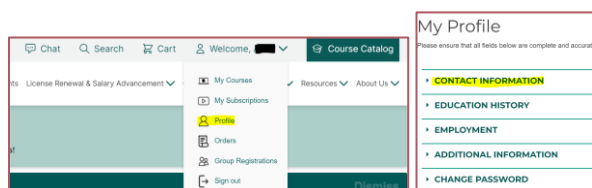
7. You will now create an account or log into your existing Parchment account.
8. You will need to update and enter your Enrollment Information for American College of Education with Learners Edge.



- Currently Attending = YES
- First Year = Year of Registration (ex. 2022)
- Expected Graduation = Year of last completion (ex. 2022)
- Student ID = Learners Edge Customer Number (See #9 below)
- Last 4 of SSN
- Indicate Name Selection

9. American College of Education requires your Learners Edge Customer Number to request your transcript. Follow the steps below to access your Customer Number in your Learners Edge Account.

- Log into your [Account](#)
- Click on your Name in the upper right
- Click on Profile and then Click on Contact Information



- Your Customer Number is located beneath your email address

If you have questions about Parchment and the ordering process, please contact [Parchment](#) directly, or visit their [Help Center](#).

If you have specific concerns or questions about what is on your transcript or eligibility to order, please call the ACE registrar's office at 800-280-0307 (option 1) or email info@ace.edu.