



Teaching Channel

With Learners Edge

How to Request Your Transcript from American College of Education

Pre-Request

- Verify your grade is posted in your Teaching Channel 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 Teaching Channel account).

Transcript Request:

1. Review transcript request details on the American College of Education Transcripts 101 page
2. Click the Request a Transcript button

Please Note: Transcripts may take up to 72 hours to process. If it is an **electronic official transcript**, it will be sent as soon as it is processed (within 72 hours). If it is a **paper official transcript**, it will be mailed within the 72-hour window. [Master's Degree Programs](#) >

REQUEST TRANSCRIPT

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



Teaching Channel

Partnership Benefits



Advance Your Career and Your Salary

What's the next step on your career journey? Whether it's a single course or an advanced degree, the Teaching Channel and ACE partnership helps you achieve your goals.

An **accredited institution**, ACE offers fully online programs for working professionals who want a quality education at industry-low prices. Teaching Channel graduate credit courses have been approved by ACE faculty.

Request Your Transcript

Request your ACE transcript for completed Teaching Channel course(s).

Thank you for choosing ACE to transcribe your Teaching Channel course. If you've received notification that your grade has been posted and is available for transcript, head to the link below to complete your transcript request. Once you've submitted your payment, you will receive an ACE transcript reflecting your Teaching Channel course and grade. If you have questions or need assistance, please contact info@ace.edu.

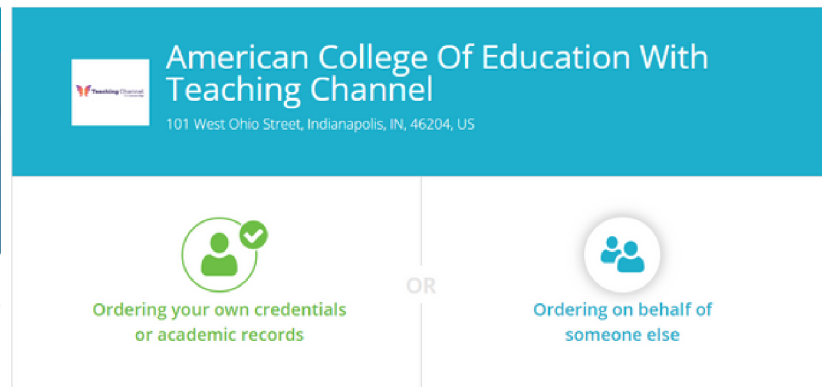
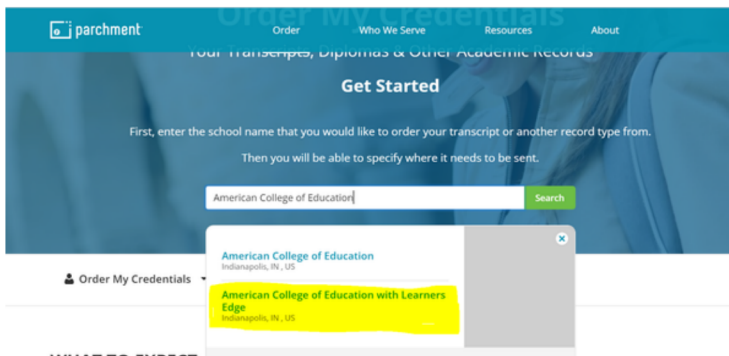
BEGIN TRANSCRIPT REQUEST

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 Teaching Channel.**

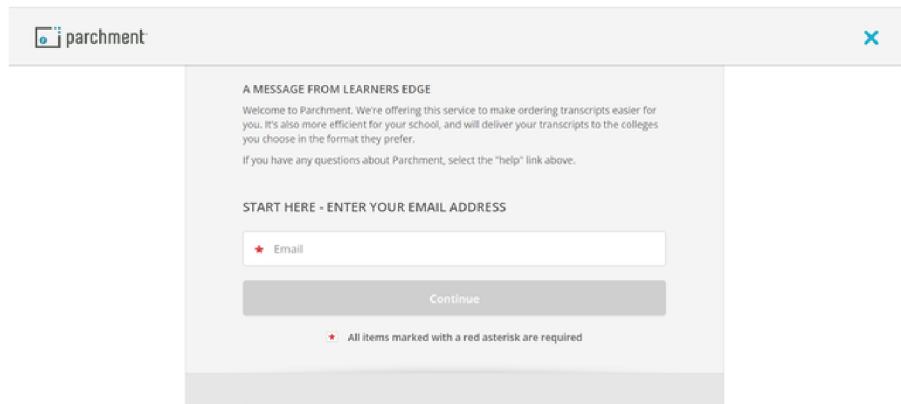
- You will need to use the American College of Education with Teaching Channel as the Name of the School you are requesting your transcript from. (If American College of Education is entered your transcript request will be cancelled by the college and result in delays for transcript processing and receipt.)
- 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 Teaching Channel for your courses completed in partnership with American College of Education, click the green icon to indicate that you are "Ordering your own credentials..."



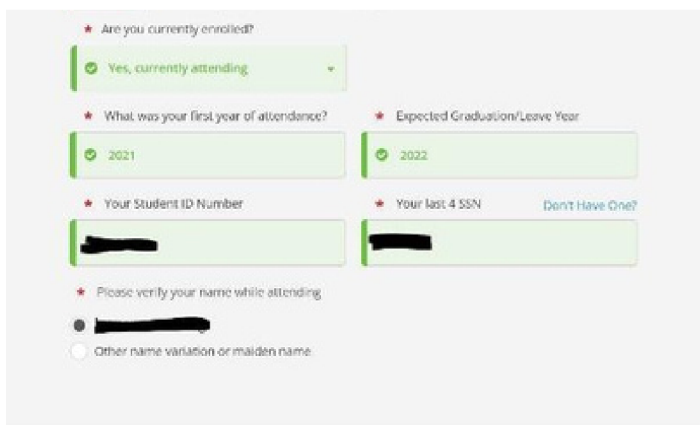
6. Scroll down to enter your email address



The screenshot shows a web browser window with the Parchment logo in the top left and a close button in the top right. The main content area is titled "A MESSAGE FROM LEARNERS EDGE" and contains a welcome message. Below the message, there is a section titled "START HERE - ENTER YOUR EMAIL ADDRESS" which includes a text input field labeled "Email" with a red asterisk, a "Continue" button, and a note at the bottom: "All items marked with a red asterisk are required".

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 Teaching Channel.

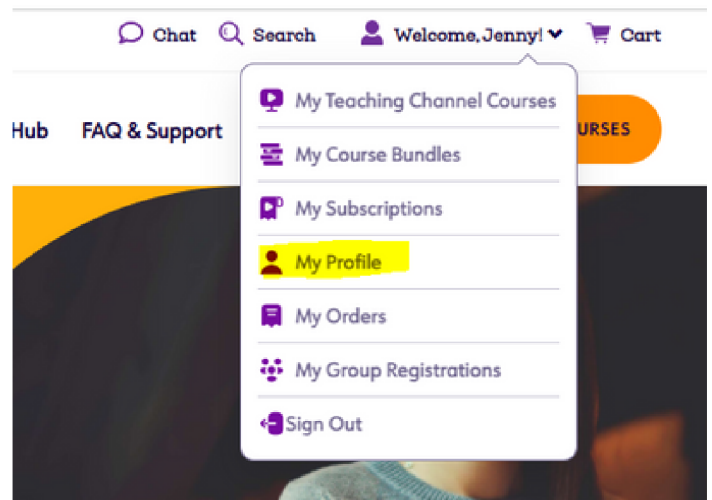
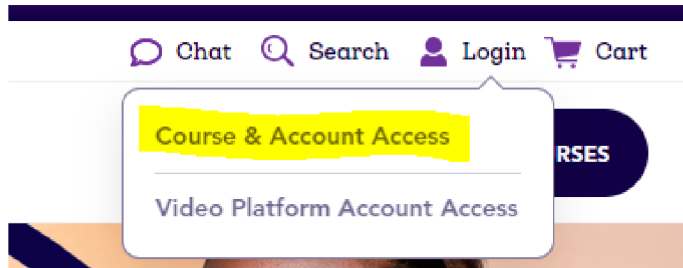


The screenshot shows a form with several fields. The first field is "Are you currently enrolled?" with a dropdown menu set to "Yes, currently attending". The second field is "What was your first year of attendance?" with a dropdown menu set to "2021". The third field is "Expected Graduation/Leave Year" with a dropdown menu set to "2022". The fourth field is "Your Student ID Number" with a masked input field. The fifth field is "Your last 4 SSN" with a masked input field and a link "Don't Have One?". The sixth field is "Please verify your name while attending" with a radio button selected for the first option and a link "Other name variation or maiden name" for the second option.

- Currently attending = YES
- First Year= Year of registration (ex. 2022)
- Expected graduation = Year of last completion (ex. 2022)
- Student ID= Teaching Channel Customer Number (see #9 below)
- Last 4 of SSN

9. American College of Education requires your Teaching Channel Customer Number to request your transcript. Follow the steps below to access your Customer Number in your Teaching Channel 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 in your transcript or eligibility to order, please call the ACE registrars office at 800-280-0307 (option 1) or email at support@ace.edu.