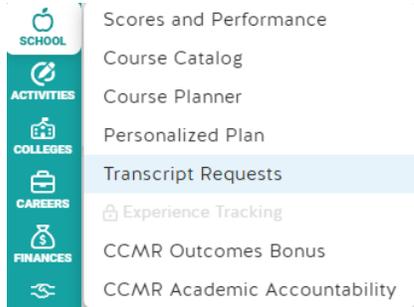


Transcript Requests in SchoolLinks

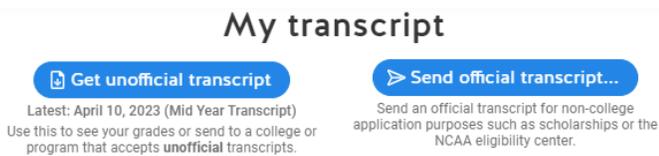
1. Through Clever, launch SchoolLinks



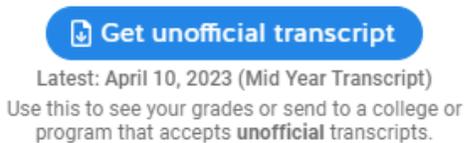
2. In the Left menu, select **School** and then **Transcript Requests**



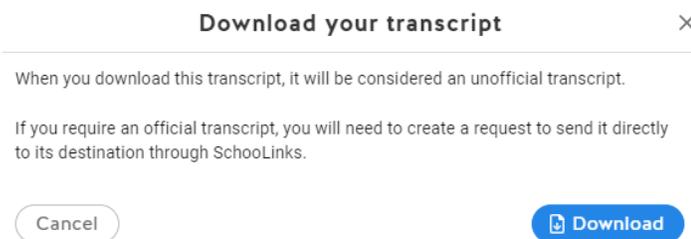
3. At the top of the My Transcript screen, there are two options.



If you want to download unofficial transcript, select the blue **Get Unofficial Transcript** option.

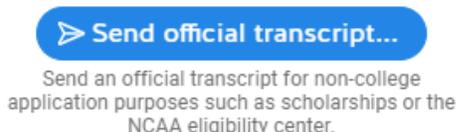


You can directly download unofficial transcript directly as a .pdf from the screen.

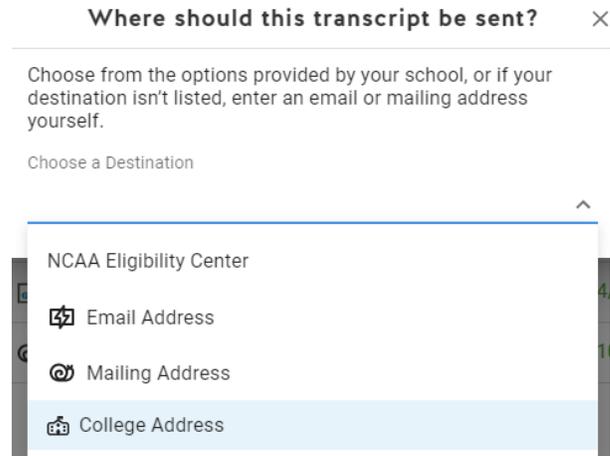


For Official Transcripts:

To send transcript to a College, NCAA or other representative, select the blue **Send Official Transcript** option.

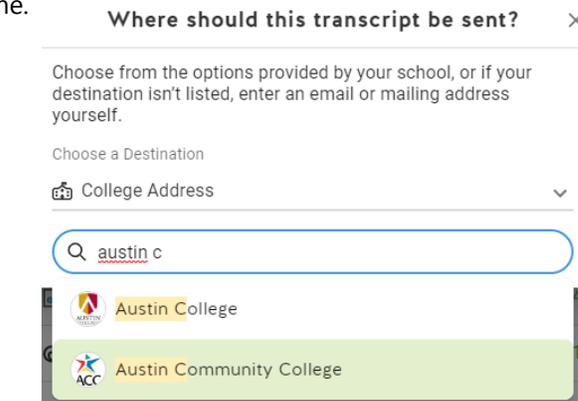


4. A box will pop up with a dropdown for options on where to send transcript. Most students will need to use the **College Address** option. If sending to NCAA, select NCAA Eligibility Center.

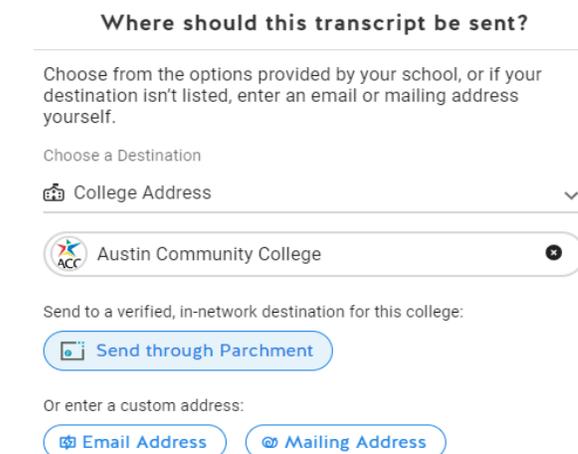


5. You will then begin typing the name of the college/university in the search bar.

Once you see the college you are looking for, click on the name.



6. Click on **Send through Parchment** to forward your transcript. If Parchment is not an option, select email or mailing address. Enter the information you have been provided with.



The transcript is on its way. You will see the confirmation on your My Transcript page.