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From your Student Dashboard, under **Goals & Plans**, click **College Planning**.
2. Under **College Applications**, select the institution to which you want your transcript sent.

3. Under the **Application Checklist** find **Transcript**.

4. To the right, click **Request**.
You will receive a message confirming your transcript is being processed.

APPLICATION CHECKLIST

- Transcript

1. Your high school is processing your transcript. If this status has not changed in 2 days, contact your school counselor.
2. Once your transcript has been sent to the institution, you can send a new transcript request if needed.

Transcript Quick Guide