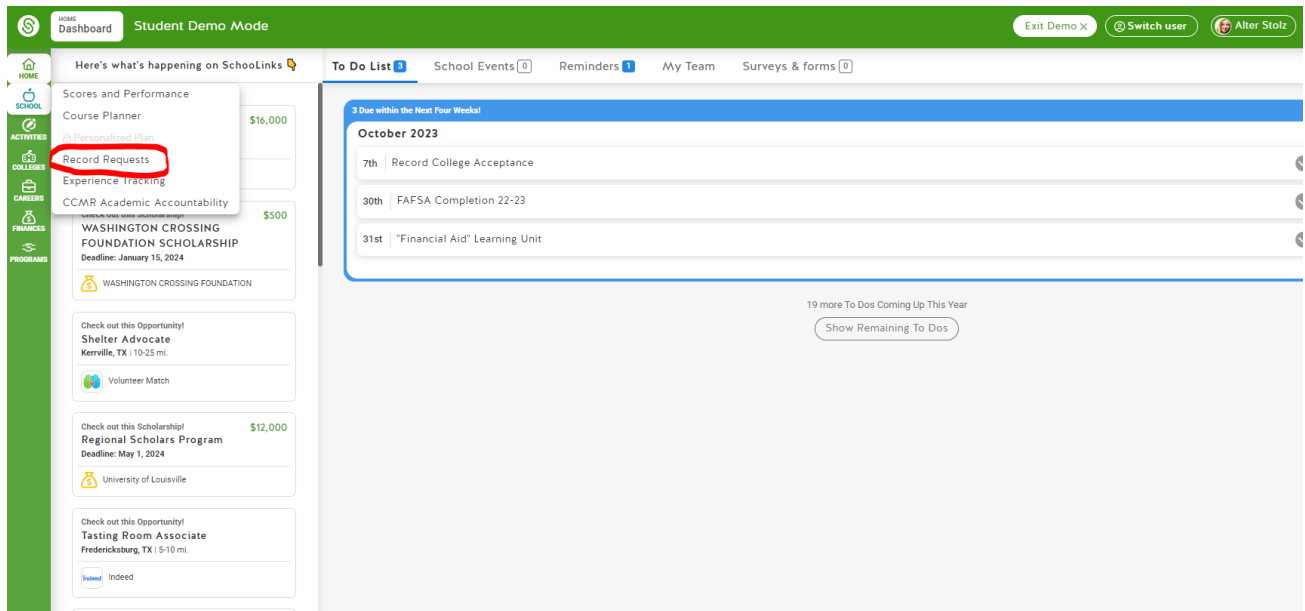


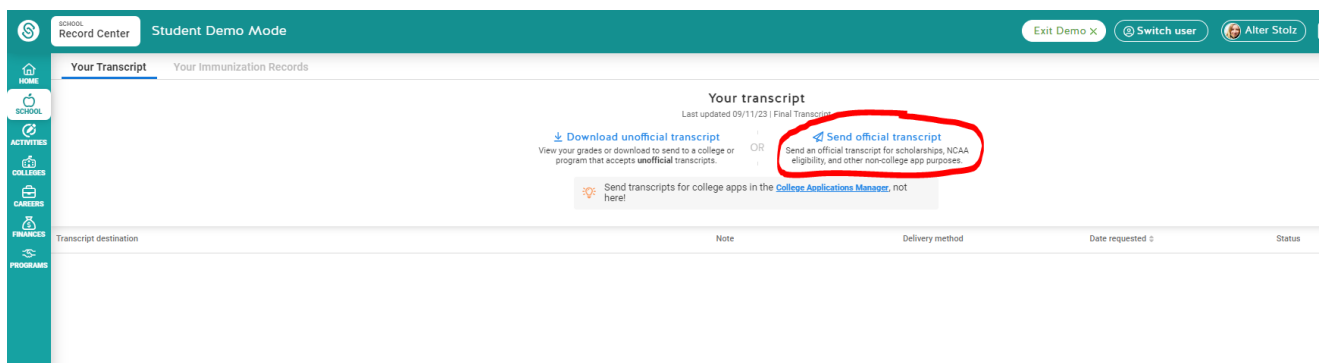
How to Request an **OFFICIAL** Transcript: **EMAILED** for Scholarships/NCAA/Other Non-College App Purposes

Read over your scholarship application's instructions carefully. If they are requesting an **OFFICIAL** transcript **to be emailed** from the school to the scholarship organization, then follow these instructions:

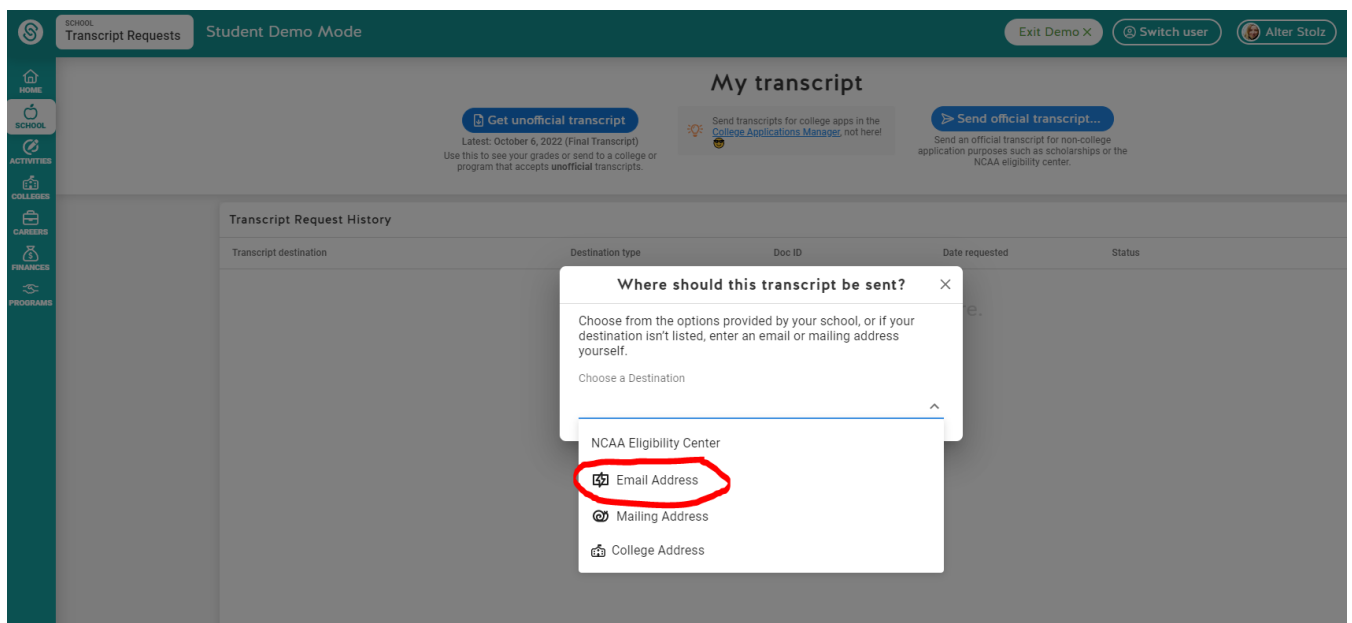
1. Log into your **Schoolinks** account via Clever.
2. From your **Dashboard**, click on the **School tab**, and select **“Record Requests”** from the dropdown menu:



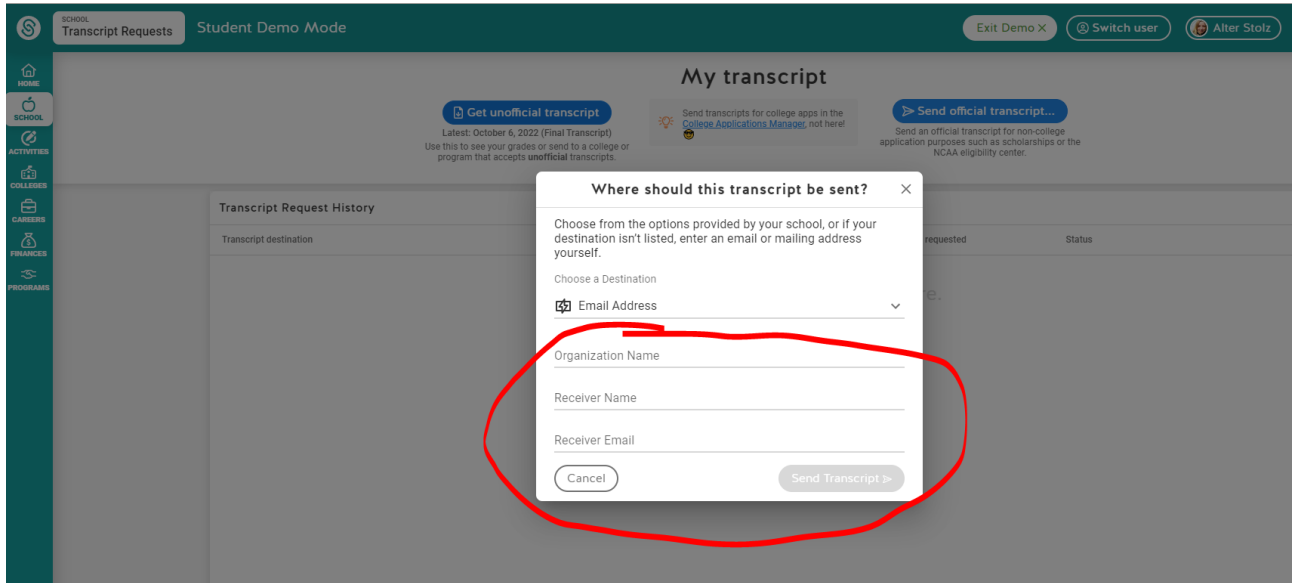
3. Click on the blue **“Send Official Transcript”** button:



4. From the dropdown menu, click on the **“Email Address”** option:



5. Fill out the *Organization Name*, *Receiver Name* and *Receiver Email* information:



6. Once you've completed the information fields and double-checked the receiver's email address, click the blue **"Send Transcript"** button:

