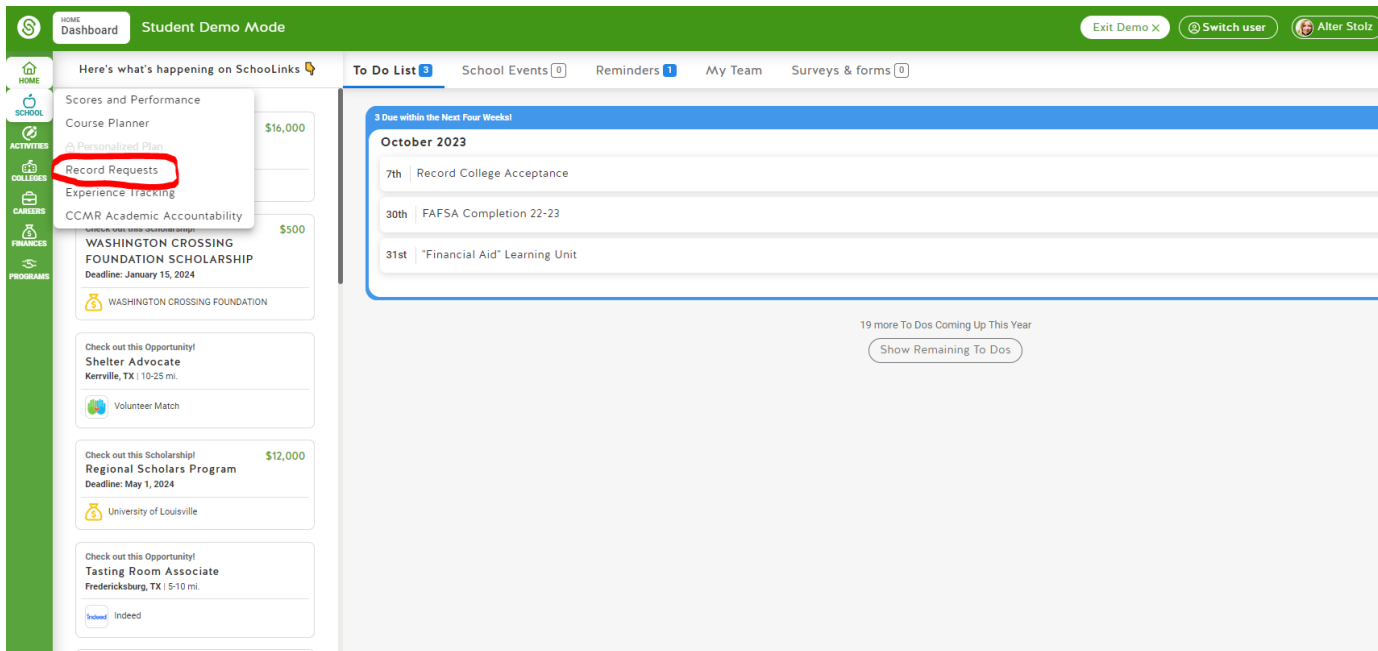


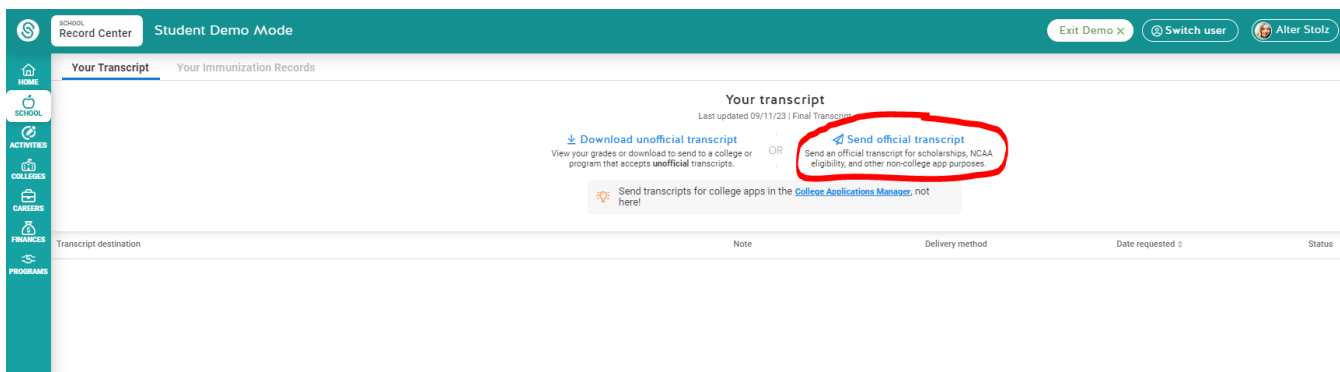
How to Request **Paper Copies** of my **OFFICIAL** Transcript for Scholarships/NCAA/Other Non-College App Purposes

Read over your scholarship application's instructions carefully. If they are requesting an **OFFICIAL (or SEALED)** transcript **to be included as a paper copy** in your scholarship application packet, 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:

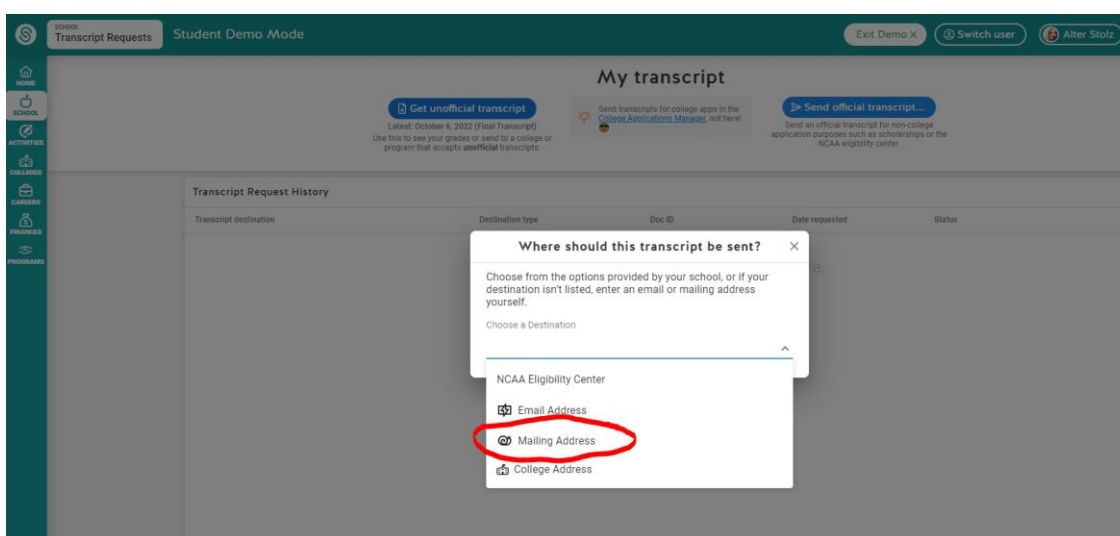


3. Click on the blue **"Send Official Transcript"** button:

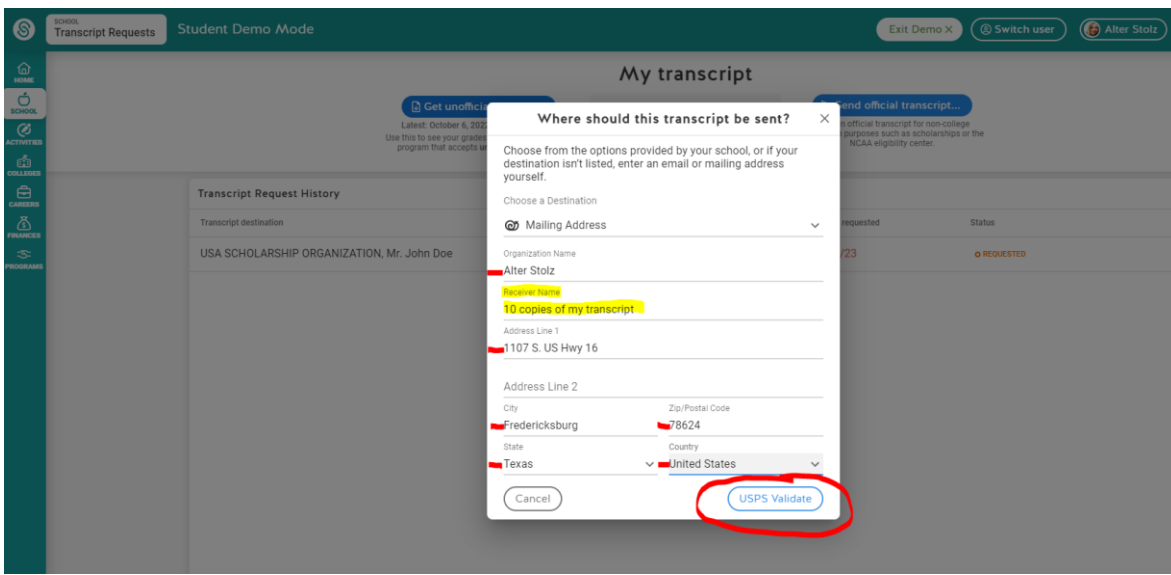


4. From the dropdown menu, click on the **"Mailing Address"** option.

This may seem weird since you are just wanting to pick up paper copies of your official transcript here in the FHS Counseling Center, but click on the "Mailing Address" option anyway. We promise it will work:



5. Here's where you will tell us that you want to pick up paper copies of your **OFFICIAL** transcript here in the FHS Counseling Center:
 - a. For the "Organization Name" field, enter **YOUR NAME**.
 - b. For the "Receiver Name" field, enter the **NUMBER OF SEALED PAPER COPIES** you are wanting. **If you are planning on filling out many scholarships, we recommend you get 5 or 10 copies at a time.*
 - c. For the "Address Line 1" field, enter **1107 S. US Hwy 16** (the address for FHS).
 - d. For the City, State, Zip Code and Country fields, enter **Fredericksburg, TX, 78624, USA**.
 - e. Click on the **"USPS Validate"** button.



6. Click on the “USPS Suggestion” option and then click on the blue “Create Request” button:

