How to Get an **OFFICIAL** Transcript for Your College Application

In order to get an official transcript for your college applications, you'll need to log your application into the College Application Manager in Schoolinks:

- 1. Log into your **Schoolinks** account via Clever.
- 2. From your **Dashboard**, click on the **Colleges tab**, and select **"College Applications**" from the dropdown menu:

Dashboard Student Demo Mode		Exit Demo X @Switch user	🜔 Alter St
Here's what's happening on SchooLinks 🔖	o Do List 3 School Events 0 Reminders 1 My Team Surveys & forms 0		
	3 Due within the Next Four Weekal		
Check out this Opportunity! Help raise some money and have	October 2023		
School Search	7th Record College Accentance		
Favorites and Lists			
A SAT/ACT Study Prep	30th FAFSA Completion 22-23		
Final List			
Admission Stats EARNING	31st Financial Aid" Learning Unit		
College Applications ING AWARDS			
Enrollment Decision			
(S) LEARNING ALLY	19 more to Dos coming up This Year		
Check out this Opportunity!	Show Remaining to Dos		
Kids' Advocacy Place - Non Direct			
Service Volunteer Kerrville, TX 10-25 mi.			
Volunteer Match			
Check out this Scholarship! \$2,000 HEB SPORTS IN ACTION			

3. Click on the blue "Let's Go" button to begin the process (if you've already completed the setup, then skip to step 7):

8	College Application Manager	Student Demo Mode		Exit Demo X (Switch user)
	Board List	School	search Favorites & lists Admission stats Final list College applications	Enrollment decision Q Search for an application by name C Comment
ACTIVITIES COLLEGES CAREERS FINANCES	Recommendation tracker ○ Fulfilled ○ Pending ○ Declined View all requests Common Comments Log in →	0 Incomplete	● 0 Completed & pending	• 0 Accepted
S PROGRAMS	Unlink account Application setup incomment Personal details Add Fee walver eligibility Add FERPA walver Sign	Add an application to request transcri	Welcome to College Applications Track applications and request important documents, like transcripts and recommendation letters, all in one place:	. Add a result to a mark a completed applicatio

4. Fill in the fields for your birthday, email and home address. Use the email address that you are using on your college applications—we recommend that you use a personal email, not your school email. Then click "Next":

8	College Application Manager	Student Demo Mode		Exit Demo X (@ Switch user) (Alter Stolz) 🗅 🖂 🗘 (? 🚱
Ю номе Ó	Board List	Sch	ool search Favorites & lists Admission stats Final list College applications Enrollm	ent decision Q Search for an application by name Q Comments + Add application
	Cecommendation tracker Putifited © Pending © Declined View all requests Conserve Log in + Unlink account Application serve Pensonal details Add Fee wave eligibility Add	0 Incomplete	Completed & pending Oran pressure scalar (Completed & pending Oran scalar (Completed & pendin	• 0 Accepted
		Add an application to request transcri	Chy Enere Zip/costal code ² ² ² ² ² ² ² ² ² ²	Add a result to a mark a completed application as accepted.

5. If you qualify for a fee waiver, check the applicable box, or check "None of the above apply." Then click "Next":



6. Read the information about FERPA and why you need to waive your FERPA rights so that we can send the college to which you're applying information about you, such as your transcript and recommendation letters. Then click "I have fully read and understood the FERPA Release Authorization explanation...". Select the "I waive my right...." button, and complete the rest of the required information. Then click the "Finish Application Setup" button:



 Click on the blue "Add Application" button from the College Application Manager:

8	College Application Manager	Student Demo Mode		Exit Demo X () Switch user () Alter Stolz 🗋 🖂 🛱 🖗 🔅
ŵ		School search Favorites & lists	Admission stats Final list College applications Enrollment dec	ision
	Board List			Search for an application by name Comments + Add application
	Recommendation tracker ○ Fulfilled 1 Pending ○ Declined View all requests Common Consected Log in → Unlink account	1 Incomplete ■ Edit an application below to request recommendations or update checklist. ● ● Tests A & M University-College Station ● Edity Action 1 Oct 115 ■ 2 ½6 ●	0 Completed & pending	0 Accepted
	Application setup COMPLETE			
	Fee waiver eligibility			
	FERPA waiver @			
			Complete the student checklist to mark an application completed.	Add a result to a mark a completed application as accepted.

8. Type in the name of the college to which you are applying, and select it. Then click "Add Application":

8	College Application Manager	Student Demo Mode		Exit Demo X (@ Switch user) (Alter Stolz) 🗋 🖂 🗘 🖗 🏟
6			School search Favorites & lists Admission stats Final list College applications Enrollment (decision
SCHOOL	Board List			Q Search for an application by name Comments + Add application
ACTIVITIES	Recommendation tracker • Fulfilled • Pending • Declined	0 Incomplete	O Completed & pending	O Accepted
COLLEGES	View all requests		Add application	×
FINANCES	common app ⑦ CONNECTED		Select a college to add:	
S: PROGRAMS	Unlink account		Q angelo state	
	Application setup COMPLETE		Angelo State University	
	Personal details			
	FERPA waiver			
		Add an application to		Add a result to a mark a completed application as accepted.
			Choose application status:	
			In progress Completed & O E Completed & Co	wn
			Cancel Add applica	ation

9. Select the method by which you are applying (Common App, ApplyTexas, etc), and any other fields of information. Check the applicable requirements buttons, and then click **"Save Application"**:

K Back		
	Angelo State Unive	ersity >
	Admissions Application Info	Financial Aid
	Application status: 🥖 In Progress	
		1
	We've added the application method, application type and document dest option you're looking for, let us know in the chat.	ination available for this college. If you can't find the
	common	★ ApplyTexas
	Application Type	
	Rolling Jul 29	
	Doc Destination	
	This college is In-Network. We'll make sure your materials are s	ant electronically where they need to go.
	Program Name (Optional) Fill this in if you're applying to a program that requires a different application. Program name	
	Student requirements Select any of the following that apply to this application. You can always add or n mind.	amove from the student checklist later if you change your
	Financial aid	ation to this institution.
	I will be completing the FAFSA form and will need to desi	gnate this institution to receive my
	Scores and performance	
	 I will be submitting test scores along with my application I will be submitting a Self-Reported Academic Record (SF this institution. 	to this institution. Optional (U) (AR) along with my application to Optional
	SchoolLinks does not submit any test scores or reports on a student's behavior	taif.
		Save Application

10. From this next screen you can see the details of your log entry for this application. On the right-hand side, in the Counselor Documents section, you can see that a transcript request for this application has been added:

8	College Application Manager Student Demo Mode					Exit Demo X (@ Switch user	Alter Stolz) D 🖸 Ó 🕲 🕲
		Application status	Angelo Stat Admissions Applica	e University > tion Info Financial Aid	Comments			- 1
CAREERS FINANCES	Mage and a second se	ethod oplyTexas	Type Rolling	Destination In Network			icile From	
	STUDENT CHECKLIST	TEACHER REC Remember to	OMMENDATIONS update your student profile and con	nmunicate with your teachers before add	CO Iding them as We	UNSELOR DOCUMENTS /ve researched what documents are required	and automatically requ	lested them from your
	Submit Application Submit your application forms and any required essays.	2 Optional	er on schoolinks.			Inselor. Transcript		0
	Financial Aid Application		⊕ Request Teach	er Recommendation		Added 10/04/2023 as preset		
	Self-Reported Academic Record (SRAR)							
	FAFSA Submission Complete your FAFSA and set up this school to receive your application on the School Selection Page.							
	Test. Scores							
	⊕ New Student Requirement							

11. This tells you that your counselor has been alerted so that they can send the transcript to this school for your college application. Once it has been sent, you will be able to see detailed information about when it was sent and received/viewed by the college, along with a document id# for tracking purposes:

OUNSELOR DOCUMENTS 'e've researched what documents are required and automatically requested th	em from your
punselor.	
Transcript	(?)
Viewed by college 09/11/2023	
Sent via Parchment (Doc ID: TEQRISOL) 09/11/2023 by Jennifer Immel	
Fulfilled 09/11/2023 by Jennifer Immel	
Added 09/08/2023 as preset	