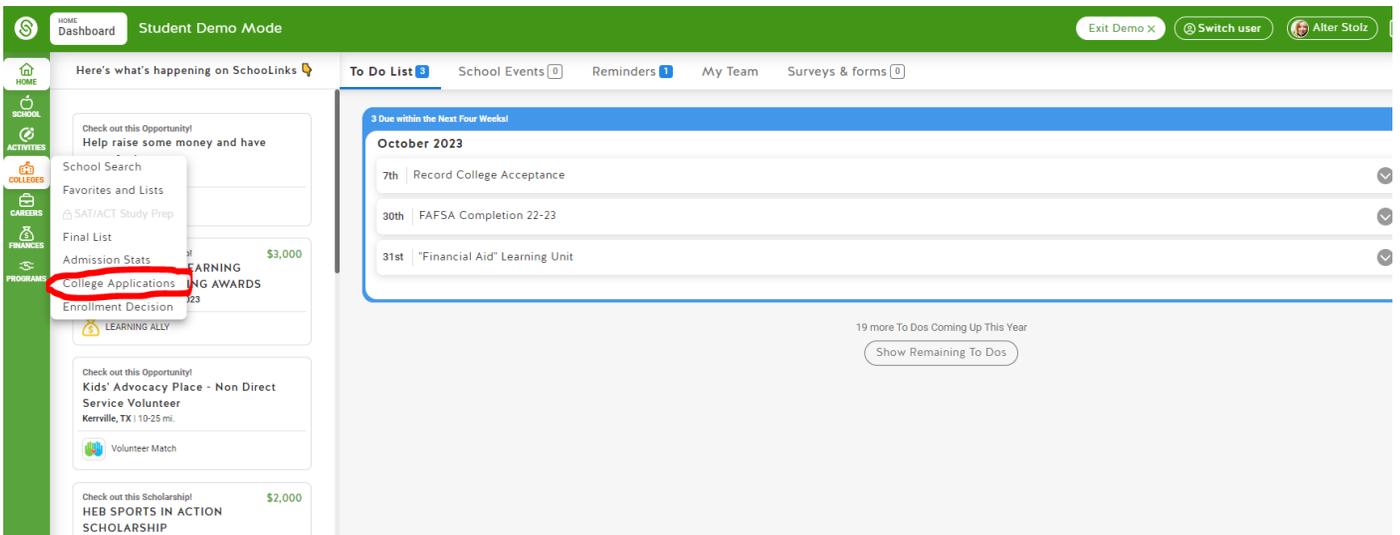


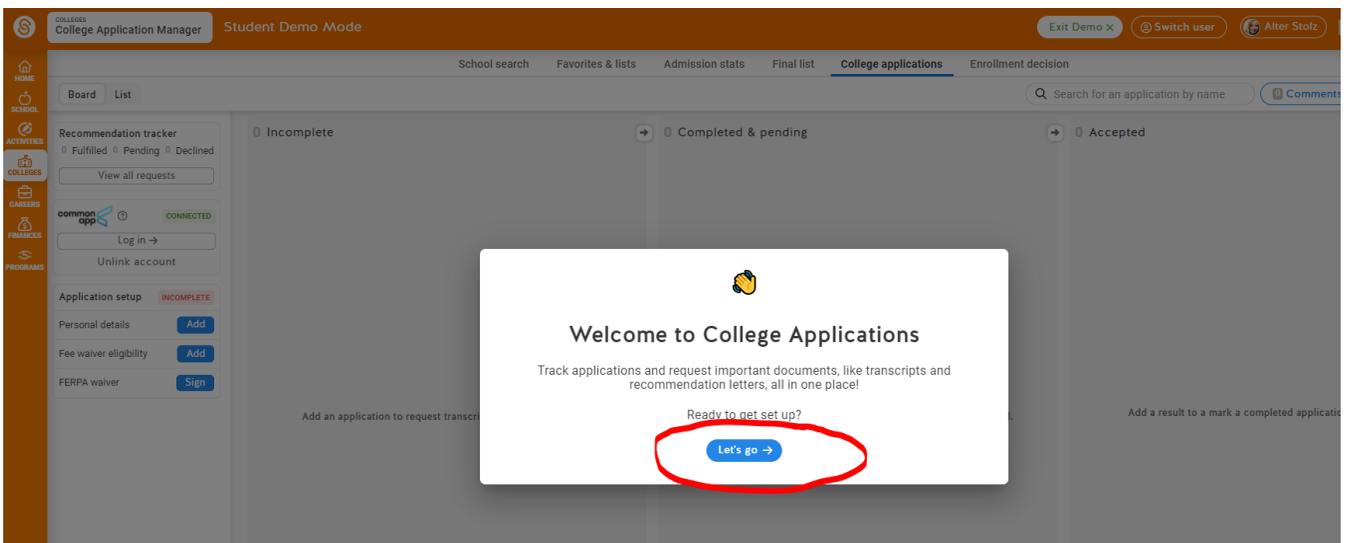
How to Get an **OFFICIAL** Transcript for Your College Application

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:

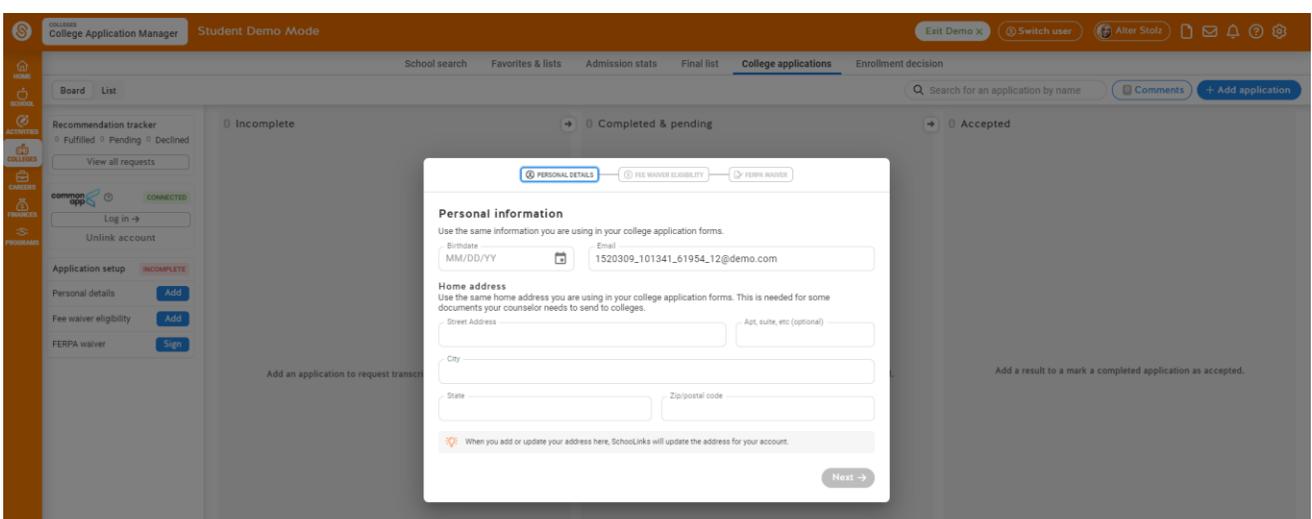
1. Log into your **Schoolinks** account via Clever.
2. From your **Dashboard**, click on the **Colleges tab**, and select **“College Applications”** from the dropdown menu:



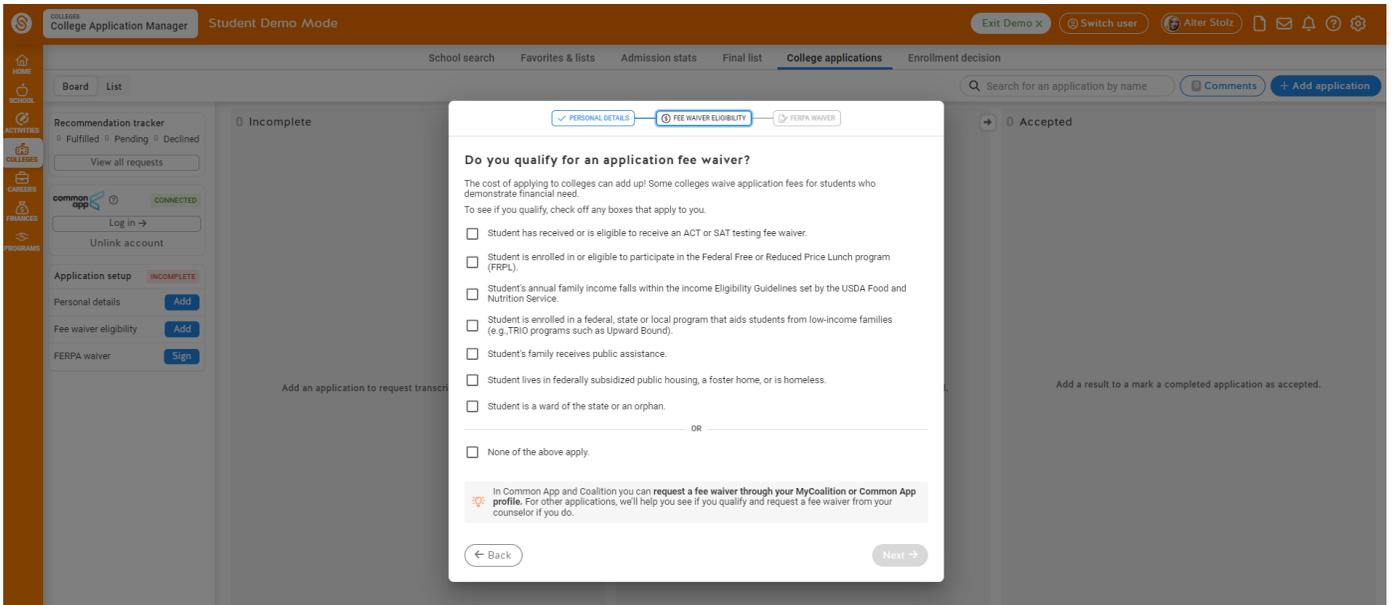
3. Click on the blue **“Let's Go”** button to begin the process (if you've already completed the setup, then skip to step 7):



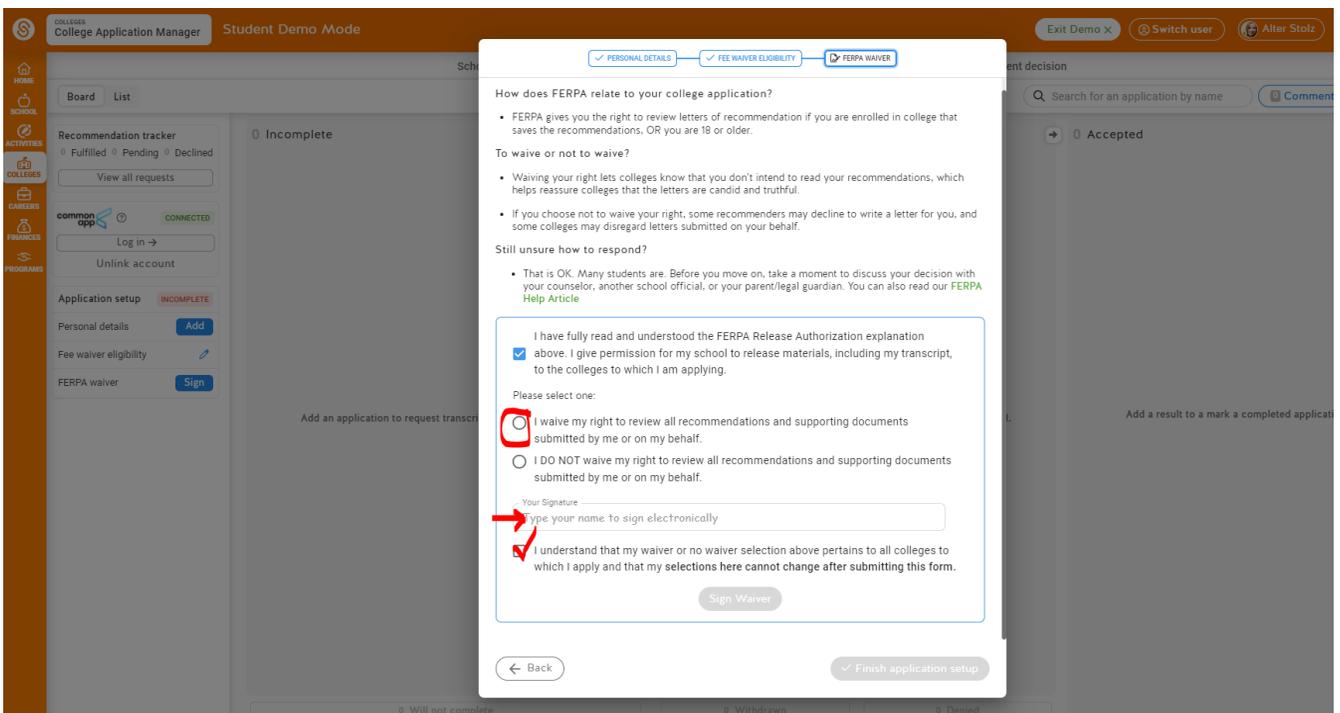
4. Fill in the fields for your birthday, email and home address. Use the email address that you are using on your college applications—we recommend that you use a personal email, not your school email. Then click **“Next”**:



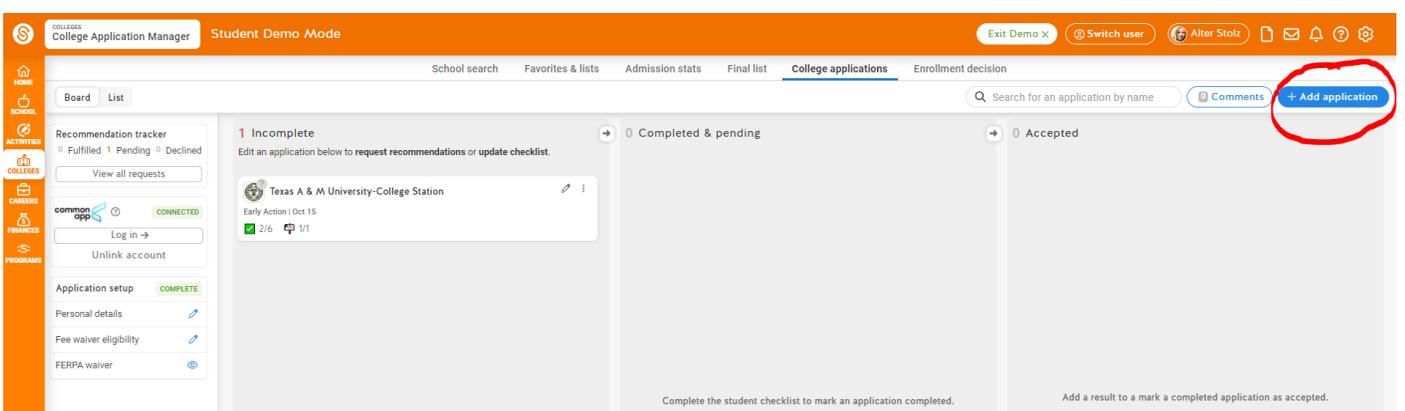
5. If you qualify for a fee waiver, check the applicable box, or check “None of the above apply.” Then click **“Next”**:



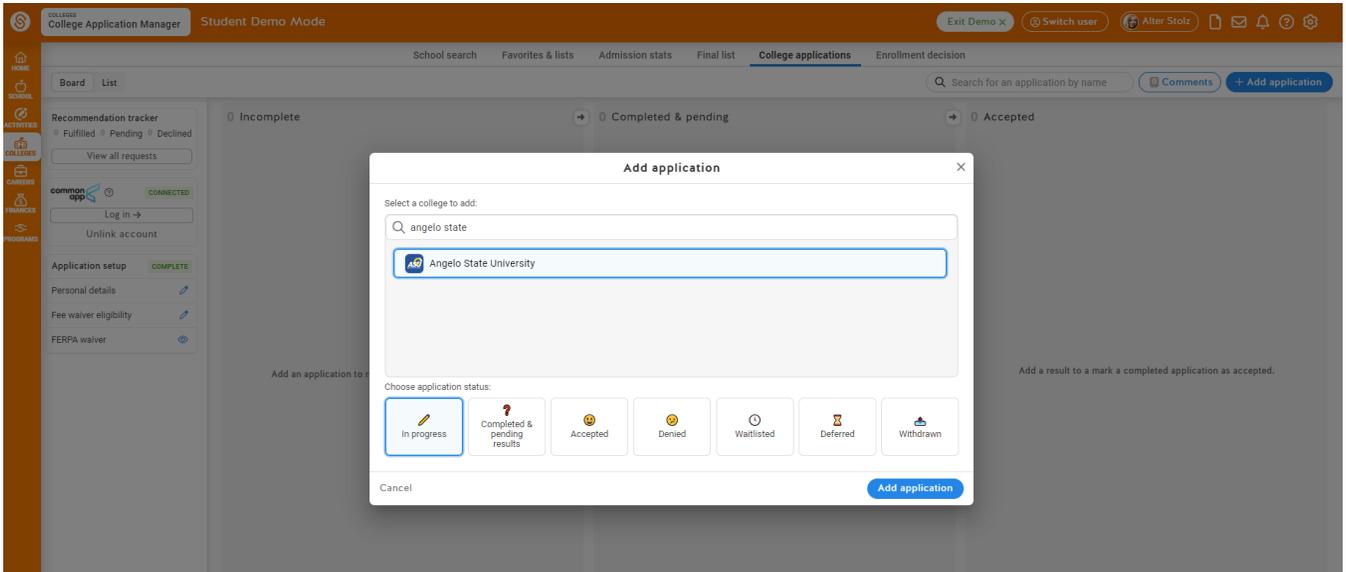
6. Read the information about FERPA and why you need to waive your FERPA rights so that we can send the college to which you're applying information about you, such as your transcript and recommendation letters. Then click “I have fully read and understood the FERPA Release Authorization explanation...”.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



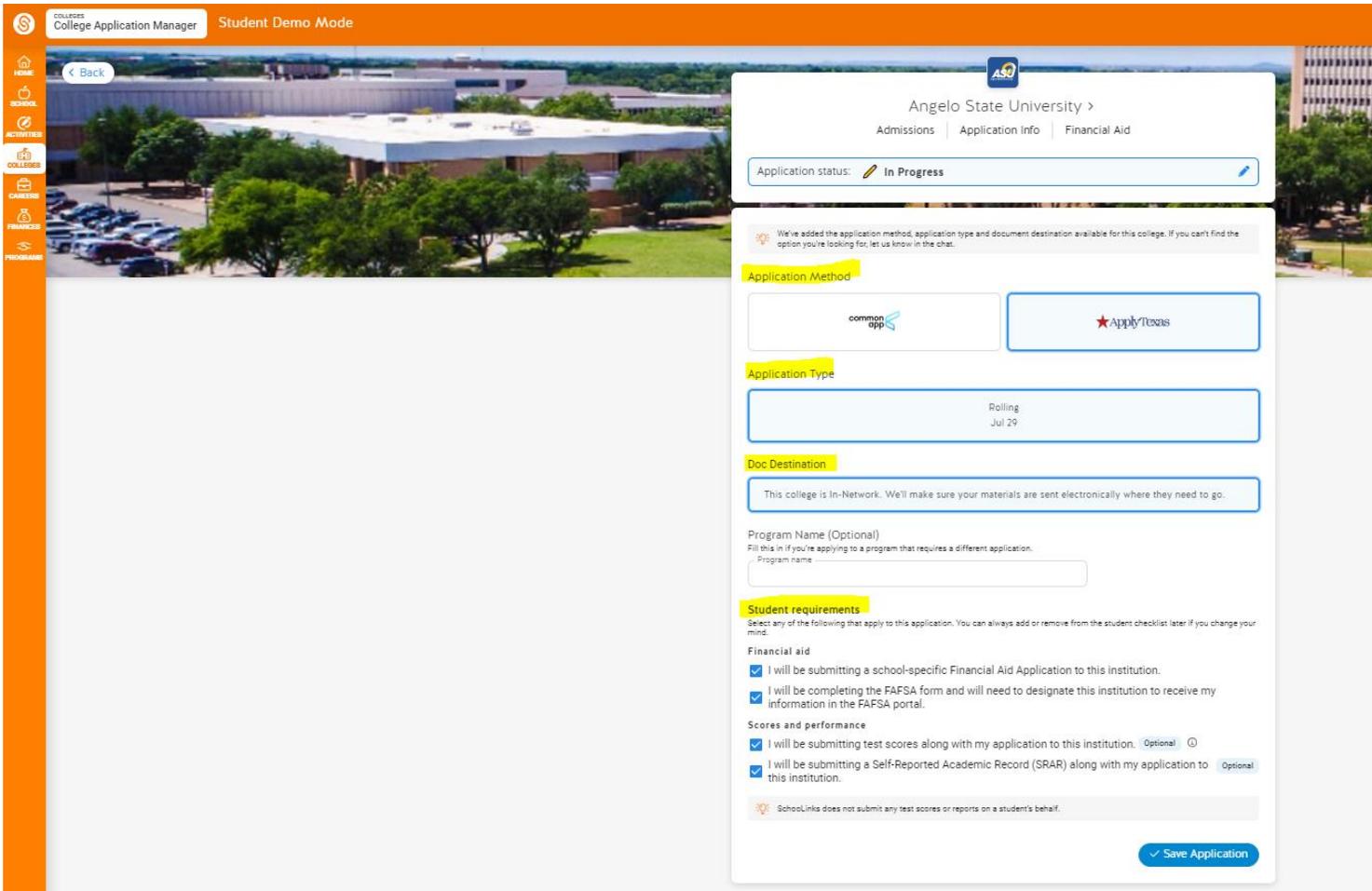
7. Click on the blue **“Add Application”** button from the College Application Manager:



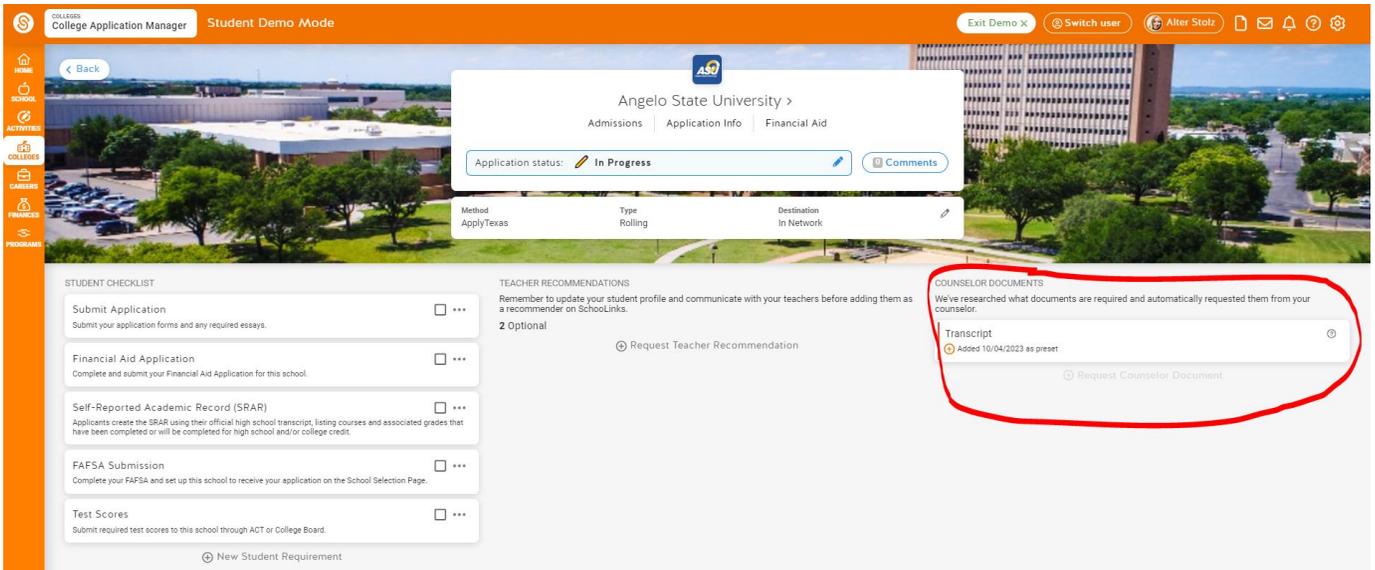
8. Type in the name of the college to which you are applying, and select it. Then click **“Add Application”**:



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”**:



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:



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:

