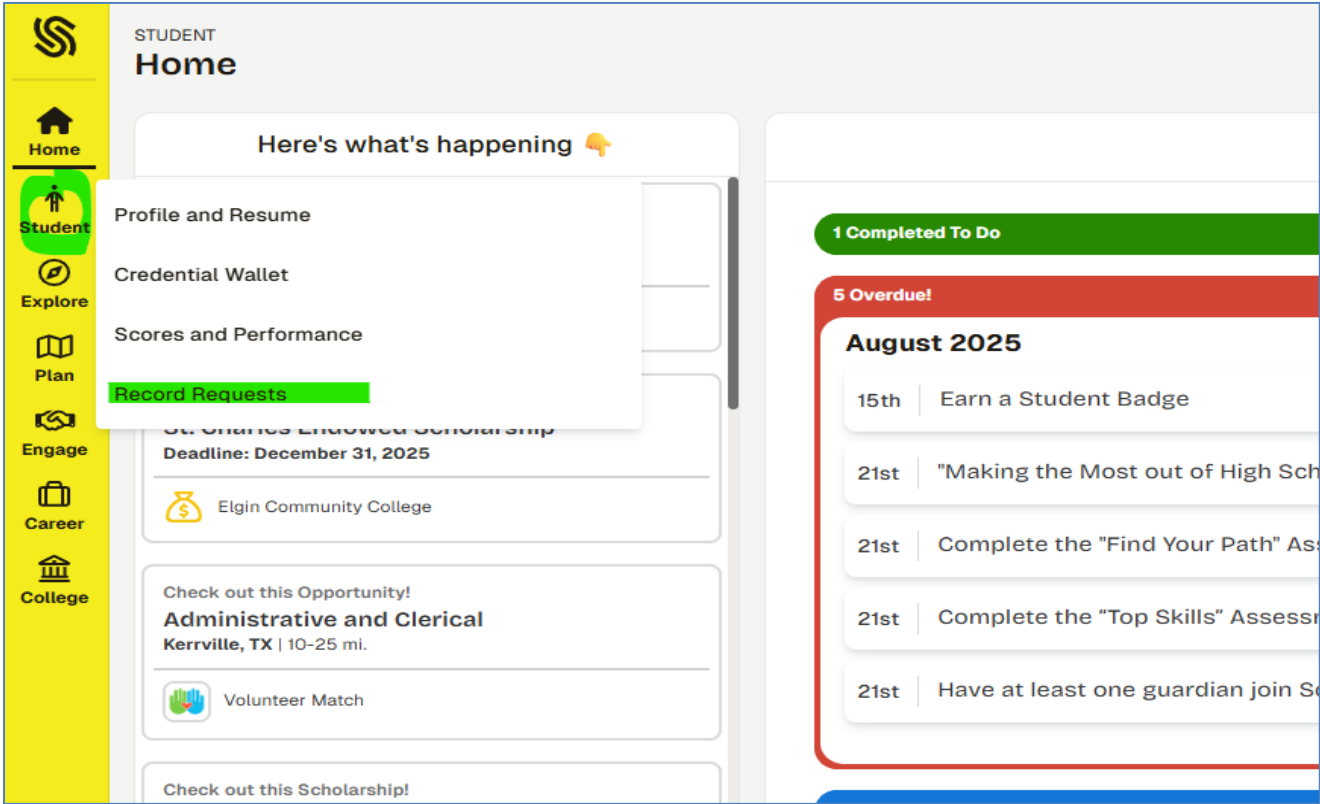


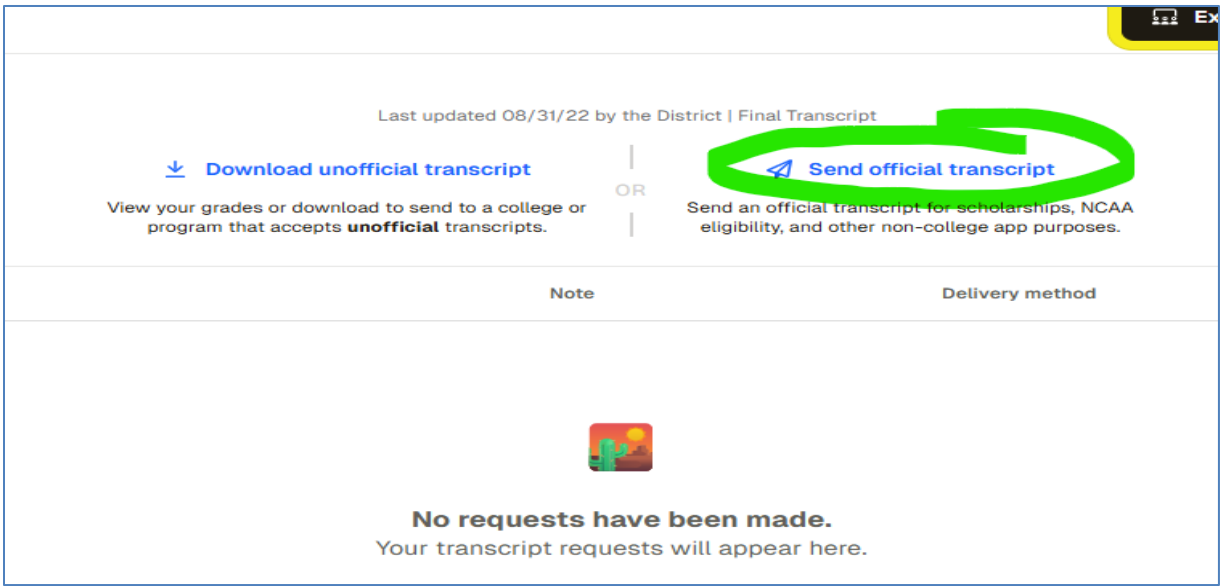
How to Request an **OFFICIAL** Transcript: **EMAILED** for Scholarships/NCAA/Other Non-College App Purposes

Read over your scholarship application’s instructions carefully. If they are requesting an **OFFICIAL** transcript **to be mailed/mailed** 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 **Student 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**” OR “**Email Address**” option as needed:

