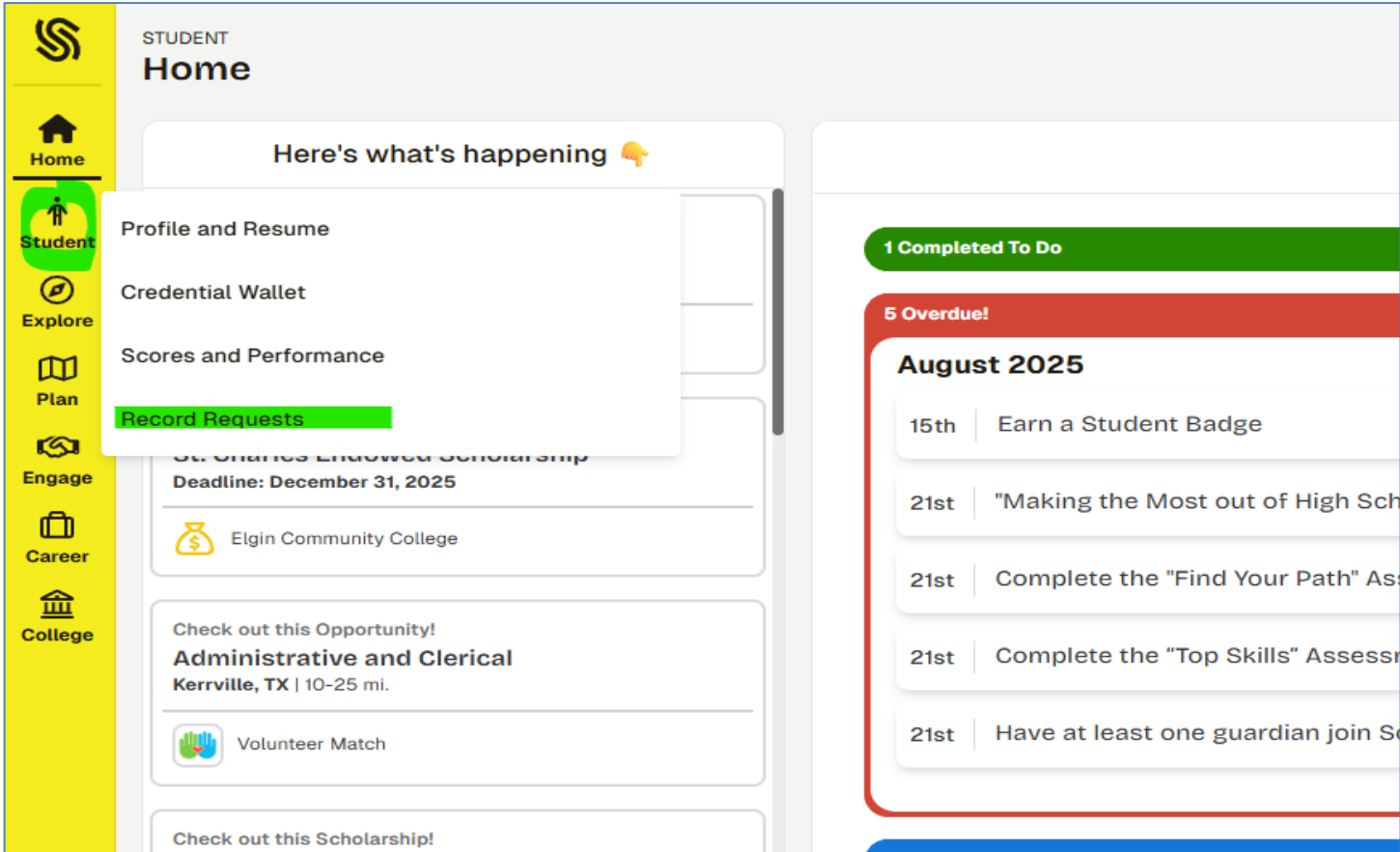


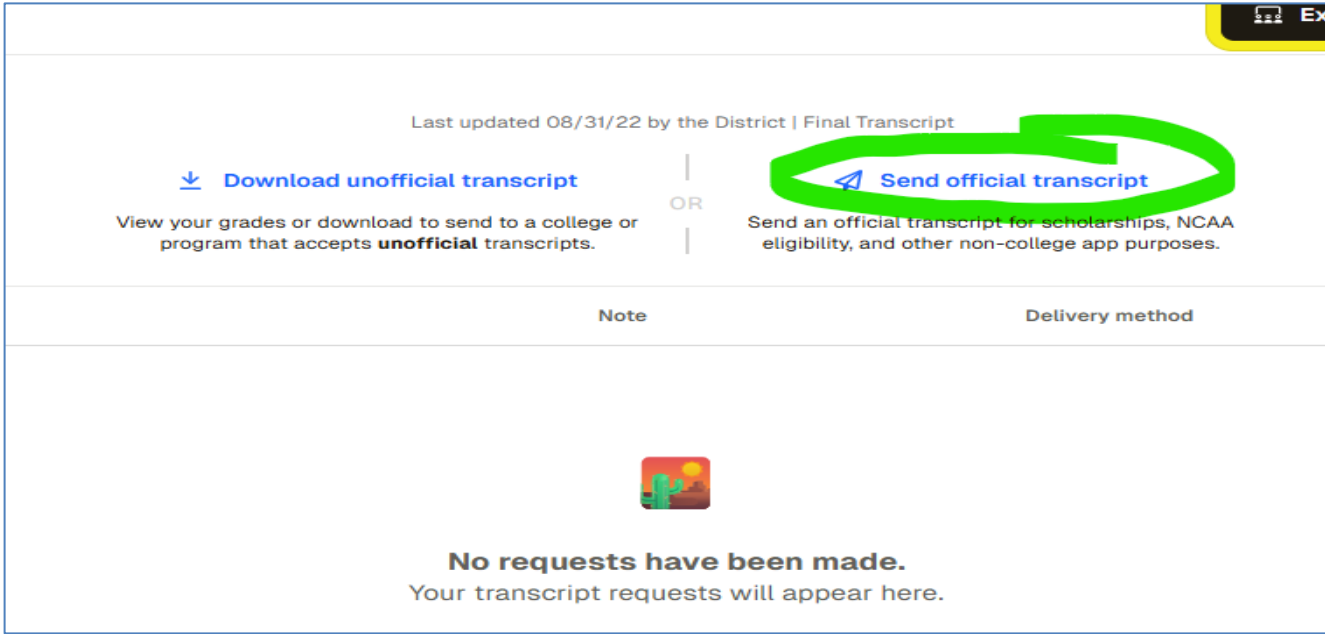
How to Request Paper Copies of my **OFFICIAL** Transcript for Scholarships/NCAA/Other **Non-College App** Purposes

Read 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:

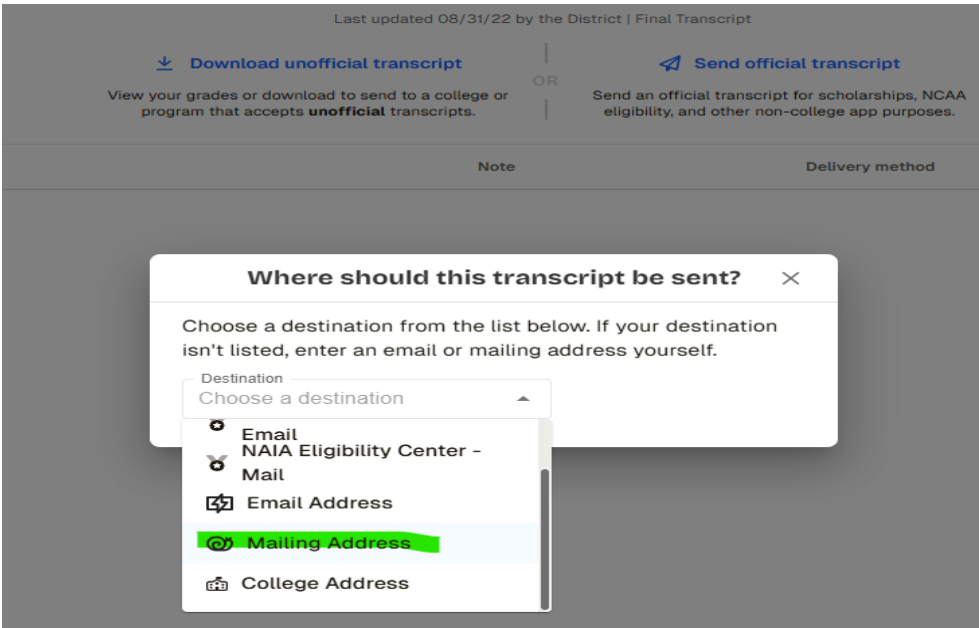
- 1. Log into your **Schoolinks** account via Clever.
- 2. From your **Dashboard**, click on the **Student tab**, and select **“Record Requests”** from the dropdown menu:



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



- 4. From the dropdown menu, click on the **“Mailing Address”** 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.

Where should this transcript be sent? X

Choose a destination from the list below. If your destination isn't listed, enter an email or mailing address yourself.

Destination

Mailing Address

Organization Name

Fredericksburg High School

Receiver Name

YOUR NAME

Address Line 1

1107 Hwy16 S

Address Line 2

City

Fredericksburg

Zip/Postal Code

78624

State

Texas

Country

United States

(Optional) Add a note to send with your request:

Write here...

Cancel

USPS Validate

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