



STUDENT
SERVICES

TRANSCRIPT REQUEST

CLASS OF 2024 and BEYOND

For CLASSES OF 2024 and BEYOND

Request transcripts using the following directions:

1. Are you a graduation of Green High School in SUMMIT COUNTY? If so, move on to #2
2. Log into Schoolinks: <https://app.schoolinks.com/dashboard>
3. **Select on left side of screen:** *Student tab >> Record Requests*
3. **Select:** *Send Official Transcript*
4. In the “*Choose a destination*” dropdown menu, select the way you want to send your transcript
5. Fill in the necessary information
6. **Click:** “*Send Transcript*”

