

To request transcripts for CCP (College Credit Plus) classes, please use the following directions:

1. Log into Schoolinks using the Clever icon at bottom of your Chromebook screen
(If using another device, go to <https://app.schoolinks.com/dashboard>)



2. Once in Clever, click on the Schoolinks logo



3. **Select on left side of screen:** *Student tab >> Record Requests*
4. **Select:** *Send Official Transcript*
5. In the “Choose a destination” dropdown menu, select: “Email Address”
6. Fill in the following:

Organization Name: Name of the college you are sending the transcripts to

Receiver Name: CCP Admissions

Use the following email addresses for the Receiver Email*:

- University of Akron: admissions@uakron.edu
- Stark State: ccp@starkstate.edu
- Kent State Main Campus: ccp@kent.edu
- Kent State Stark: ksustarkccp@kent.edu

***If a college is not listed, please see Mr. Granito in Student Services**

7. **Click:** “Send Transcript”