

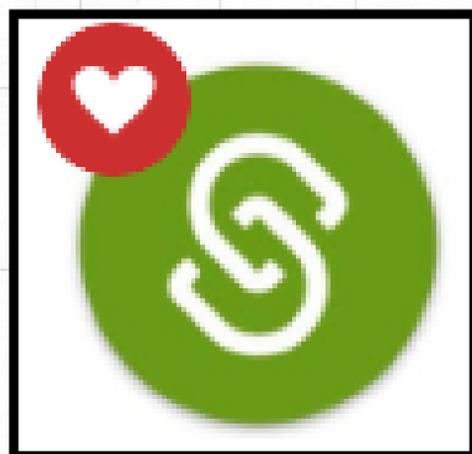
HOW TO REQUEST

A TRANSCRIPT (TO SEND TO A COLLEGE)

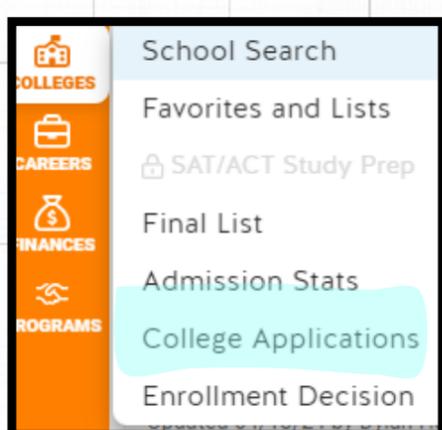


1° STEP

- Go to the Clever App and find the SchoolLinks App.
- Click the Heart ♥ to favorite.
- Click the App and complete any tasks it asks of you.



2° STEP

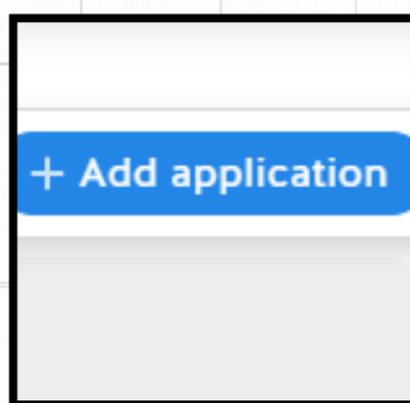


From the Left Side Menu:

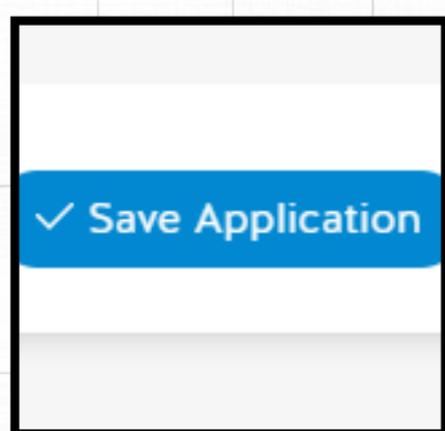
- Click the "Colleges" Tab
- Click on "College Applications" from the Drop-Down Menu.
- Complete any tasks it asks of you.

3° STEP

- From the Top Right Menu, click +Add Application.
- Search and click on a College.
- Click the "Add Application" Button.



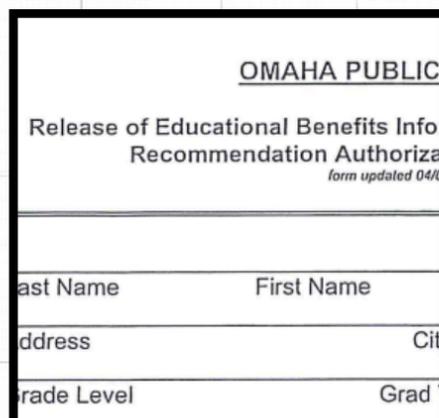
4° STEP



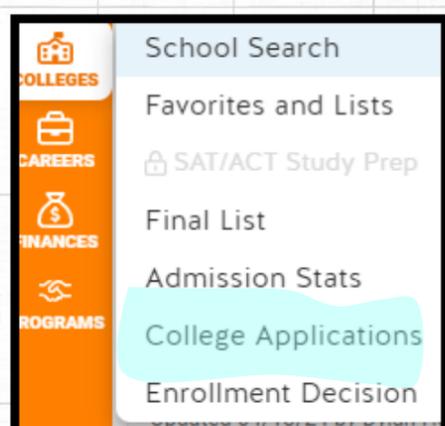
- Choose the Application Method (this is usually "School-Specific Online App").
- Choose "Regular Decision", "Rolling", or your preference.
- Click options for test scores and SRAR if applicable.
- Click "SAVE APPLICATION".

5° STEP

If you have previously submitted your Release of Educational Benefits, Transcript, and Recommendation Form, your Transcript will automatically be sent to any colleges added.



6° STEP



- Return to SchoolLinks to update your application status as needed.
- ATTENTION!!! Don't forget to complete your College Applications on the colleges' websites.