HOW TO REQUEST

A TRANSCRIPT

(TO SEND TO A COLLEGE)

1° STEP

- Go to the Clever App and find the schoolinks App.
- Click the Heart ♥ to favorite.

School Search

Final List

Favorites and Lists

Admission Stats

College Applications

Enrollment Decision

Ó LLEGES

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 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.

+ Add application

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 Save Application Online App". Choose "Regular Decision", "Rolling", or your preference. Click options for test scores and SRAR if applicable. Click "SAVE APPLICATION". 5° STEP OMAHA PUBLIC Release of Educational Benefits Info Recommendation Authoriza If you have previously submitted your Release of Educational ast Name First Name Benefits, Transcript, and ddress Ci Recommendation Form, your rade Level Grad Transcript will automatically be



sent to any colleges added.

6° STEP

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