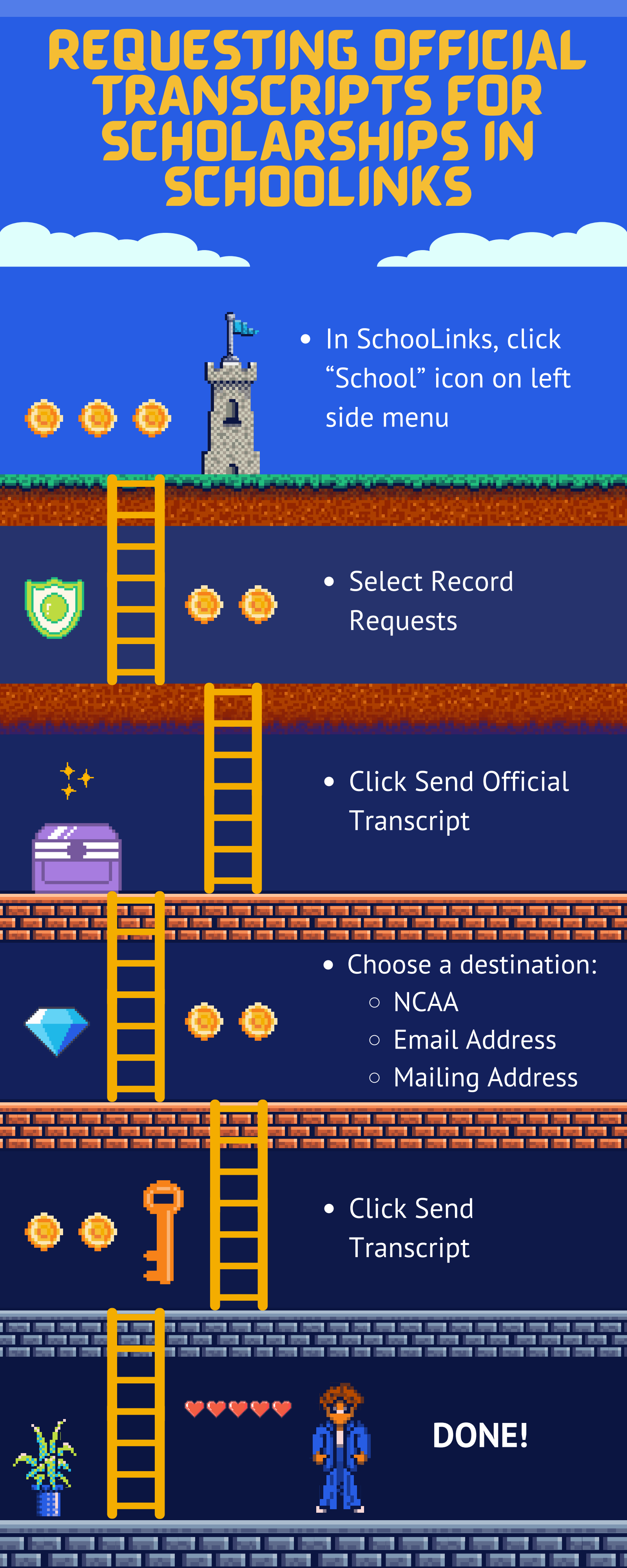


# REQUESTING OFFICIAL TRANSCRIPTS FOR SCHOLARSHIPS IN SCHOOLINKS

- 
- In SchoolLinks, click “School” icon on left side menu

- Select Record Requests

- Click Send Official Transcript

- Choose a destination:
  - NCAA
  - Email Address
  - Mailing Address

- Click Send Transcript

**DONE!**