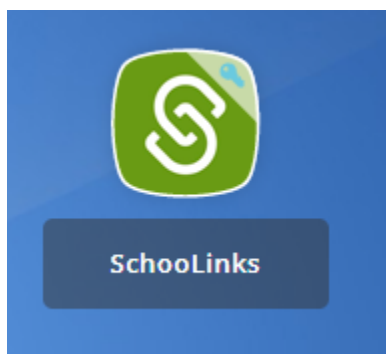


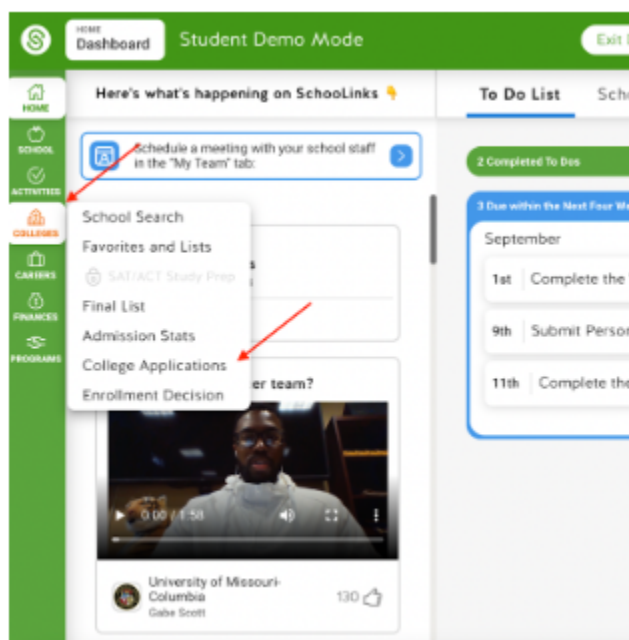
How to Request transcripts in SchoolLinks

Your counselor will send your official transcript to the colleges in your SchoolLinks application list. Any transcript request must be given two weeks prior to the deadline. If you do not request your transcript more than two weeks before, it cannot be guaranteed that it will be processed by the deadline.

1. Log into ClassLink using your Viking Email account (launchpad.classlink.com)
2. Click the SchoolLinks icon

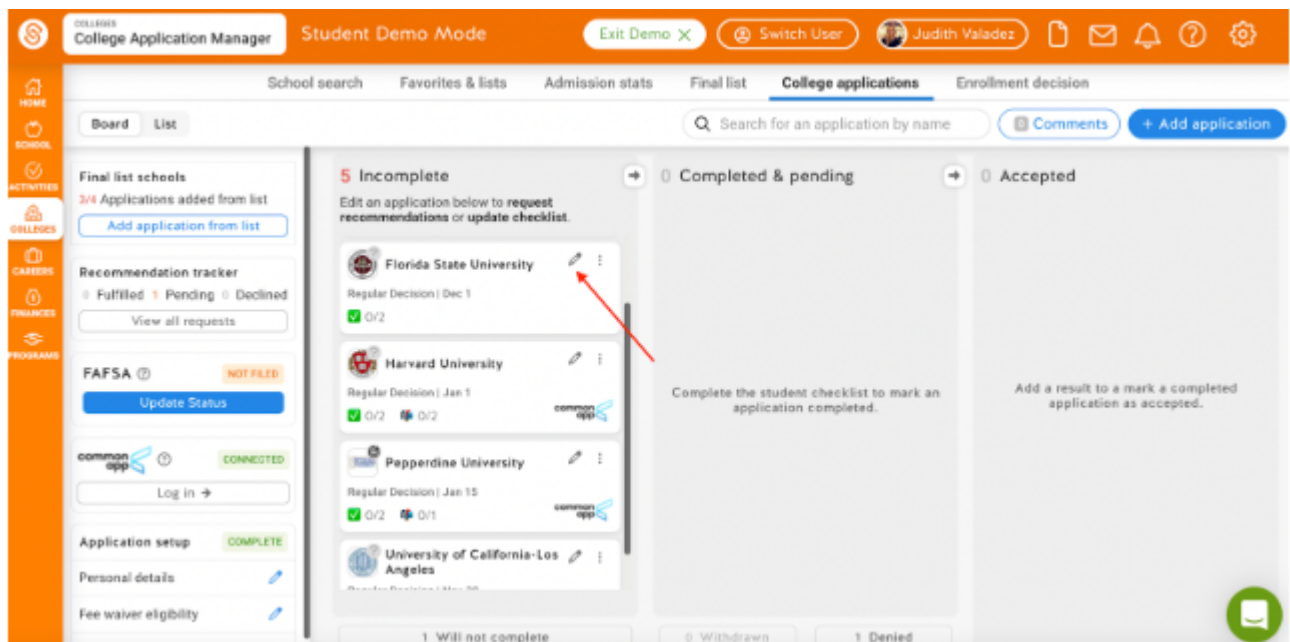


3. If necessary, go through the Onboarding process
4. Once you are on your homepage, hover over the **Colleges** icon and click **College Applications**



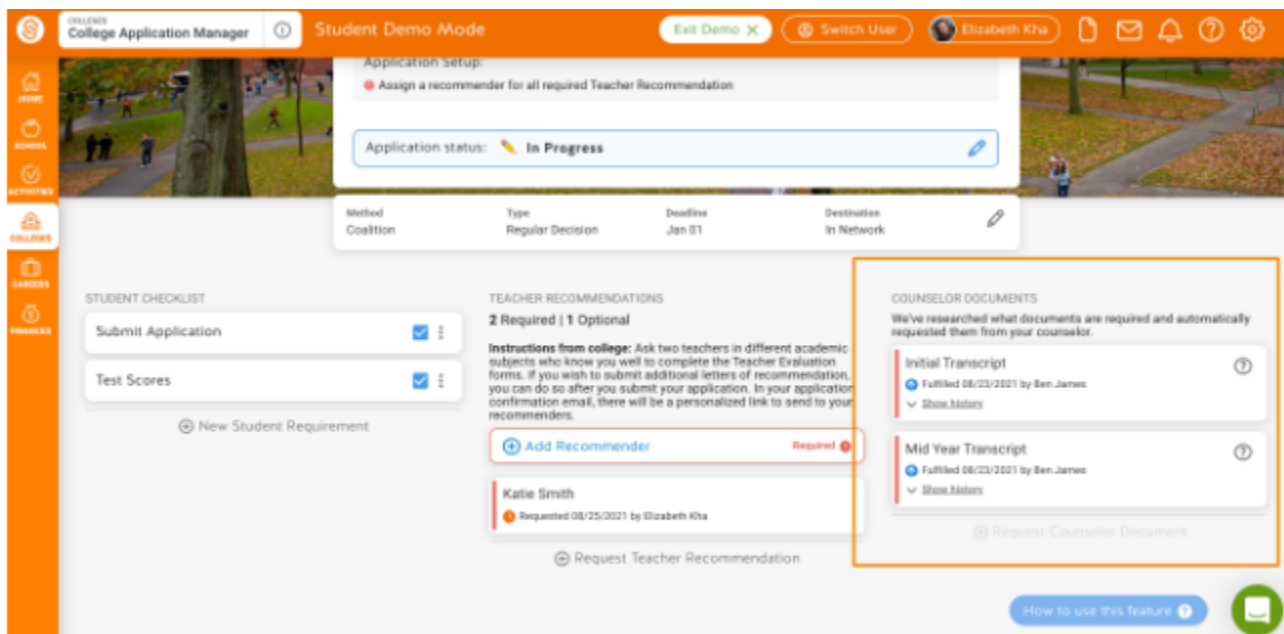
5. Check to make sure you've linked your Common App and completed FERPA. If not, see these instructions.

6. Select the school that needs a transcript by clicking the pencil icon next to the school.



7. If it is a new application, you'll need to click on "Add application from list" in the top-left, fill in the details about the type of application, and click **Save Application**.

8. On the application details page, you'll notice that any required documents from counselors are automatically requested.



9. You can view the history and status of the requested documents by clicking **Show History**. Once the transcript is sent, and viewed by the college, you will see a DocID available.