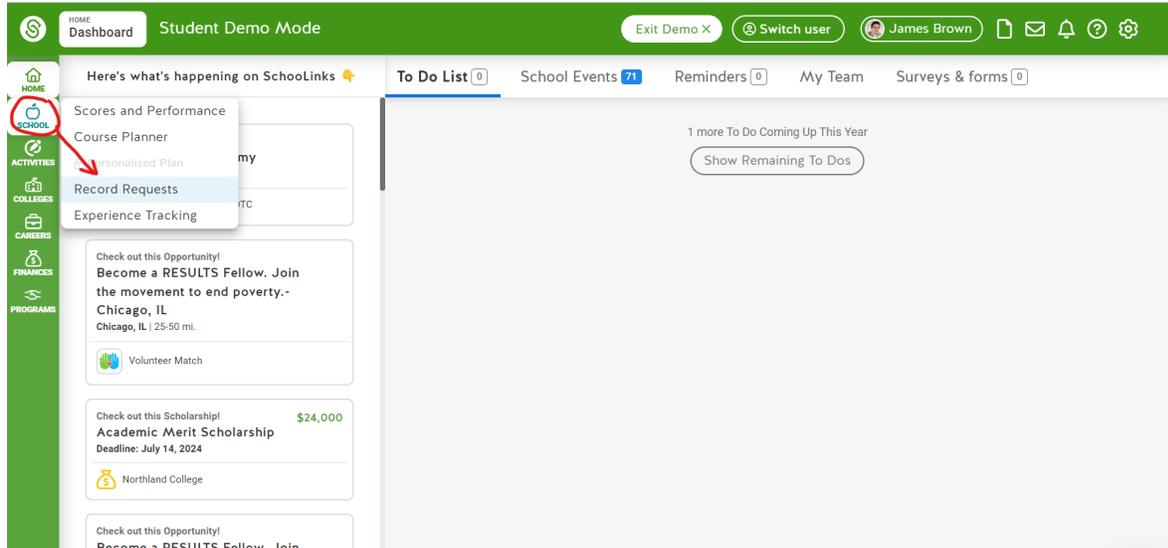


1. Accessing Transcript Request

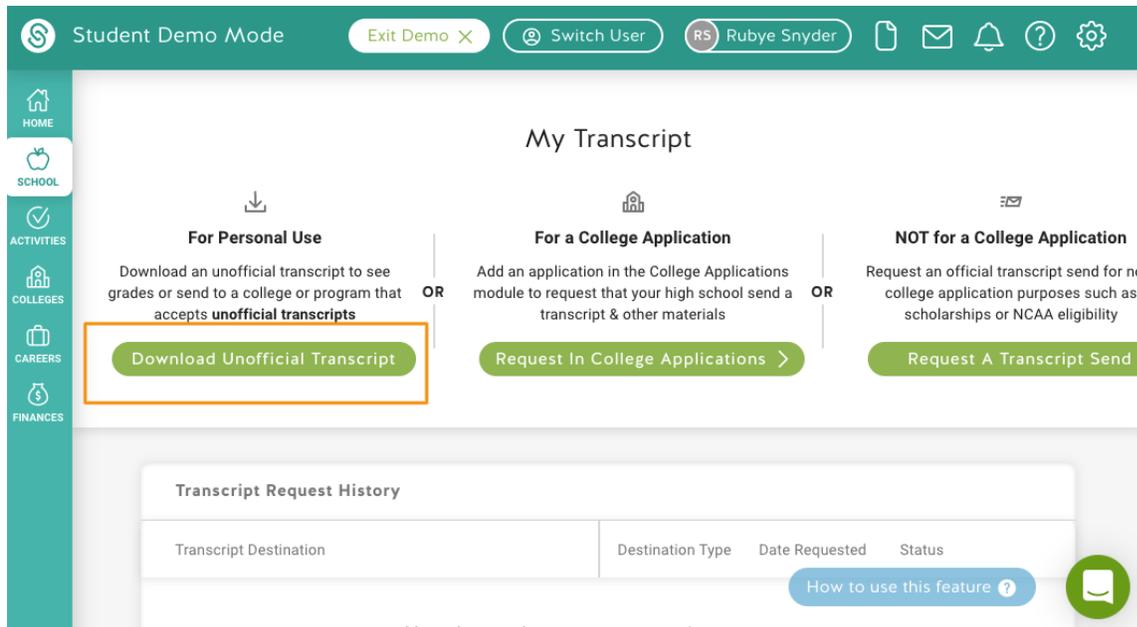
From the dashboard, click the School icon on the left navigation sidebar, then select Transcript Requests from the drop down menu.



2. Downloading your Transcript

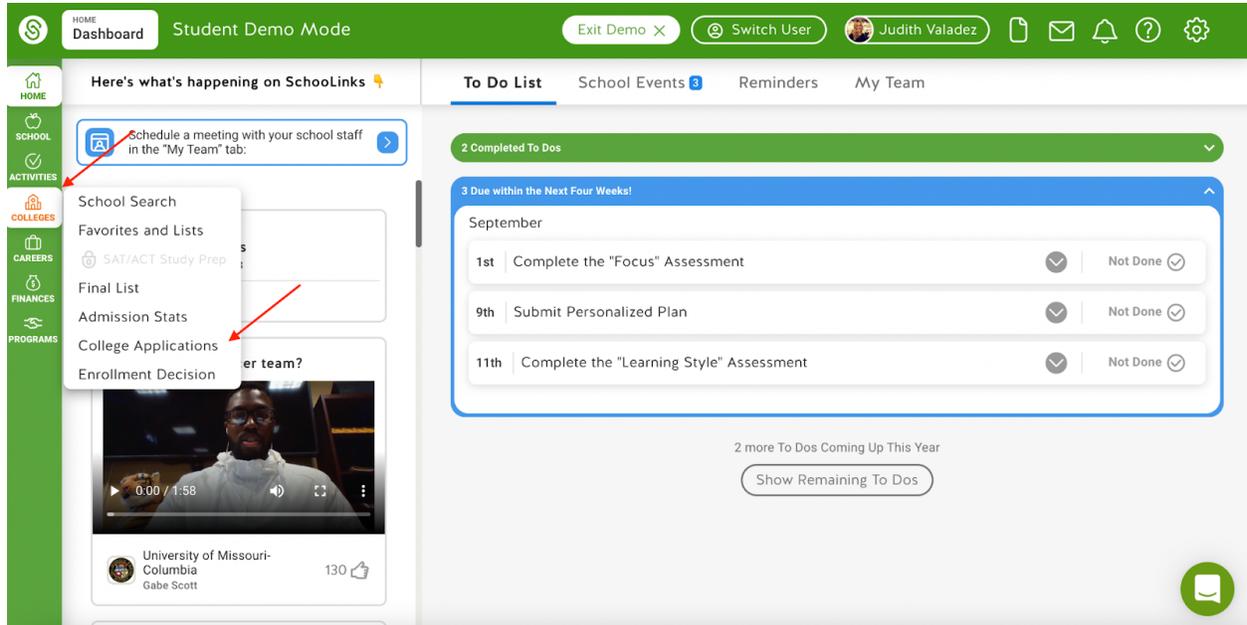
Click the green Download Unofficial Transcript button to download your transcript.

Note: Because you are downloading this without a school seal or electronic signature, this transcript should not be provided or sent to anyone unless "unofficial transcript" is indicated as an option.



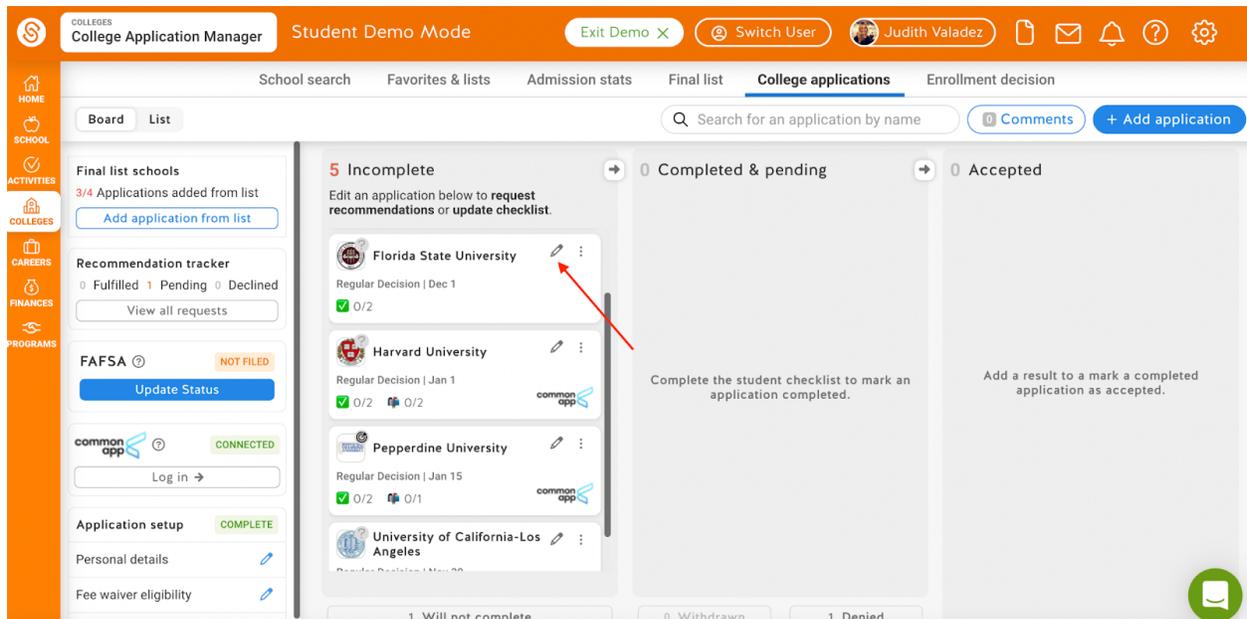
3. Accessing Application Manager: How to Request Transcripts be Sent to a College

Hover over the Colleges icon and click College Applications.



For initial or mid year transcripts

Select the school that needs a transcript by clicking the pencil icon next to the school either under Incomplete or Completed & pending.



If it's a new application, you'll need to click on "Add application from list" in the top-left, fill in the details of the type of application, and click Save Application. Next, you'll see the application details page.

Once on the application details page, you will notice that any required documents from counselors (like initial and midyear transcripts) are automatically requested. You do not have the ability to change these requirements, but if there's something you would like added to this list, you can reach out to your counselor in the Message Center.

The screenshot shows the 'College Application Manager' interface in 'Student Demo Mode'. The user is logged in as 'Elizabeth Kha'. The application is in 'In Progress' status. The application details table shows: Method: Coalition, Type: Regular Decision, Deadline: Jan 01, Destination: In Network. The 'STUDENT CHECKLIST' includes 'Submit Application' and 'Test Scores', both checked. The 'TEACHER RECOMMENDATIONS' section shows '2 Required | 1 Optional' and lists 'Katie Smith' as requested on 08/25/2021. The 'COUNSELOR DOCUMENTS' section is highlighted with an orange box and shows 'Initial Transcript' (fulfilled 08/23/2021) and 'Mid Year Transcript' (fulfilled 08/23/2021). A 'Request Counselor Document' button is visible at the bottom of the section.

You can view the history and status of the requested documents by clicking Show History for more details. Once the transcript is sent and viewed by the college you will see a Doc ID available from Parchment:

This screenshot shows the application details for 'ApplyTexas' with a deadline of 'Jun 01'. The 'STUDENT CHECKLIST' includes 'Applying for Financial Aid?' (Yes/No), 'Submit Application', 'FAFSA Submission', and 'Test Scores'. The 'TEACHER RECOMMENDATIONS' section shows '3 Optional' and includes instructions from the college. The 'COUNSELOR DOCUMENTS' section shows a 'Transcript' document that was 'Sent via Parchment (Doc ID: [redacted])' on 10/08/2021, 'Fulfilled 09/13/2021' by the user, and 'Added 10/06/2021 as preset'. A 'Request Counselor Document' button is visible at the bottom.

For Final Transcript sending

To get a final transcript sent to a school, you'll need to make an enrollment decision!

To access your GPA

To access your GPA, please see your transcript OR go to School → Scores and Performance

The screenshot shows the 'School Scores and Performance' dashboard in 'Student Demo Mode'. The user is identified as 'James Brown'. The dashboard features a green header with navigation options: 'Exit Demo X', '@ Switch user', and a profile icon for 'James Brown'. A left sidebar contains icons for 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGES', 'CAREERS', 'FINANCES', and 'PROGRAMS'. The 'SCHOOL' icon is circled in red, and a dropdown menu is open, listing 'Scores and Performance', 'Course Planner', 'Personalized Plan', 'Record Requests', and 'Experience Tracking'. The main content area is titled 'My Scores and Performance' and displays a notification: 'No GPA found. No wGPA found. No class rank found.' Below this, there are two sections: 'ACT scores /36' and 'SAT scores /1600'. Each section has a 'View your colleges' ACT stats' or 'SAT stats' link. Underneath, there are 'ACT Goal' and 'SAT Goal' sections, each with a question mark icon, a goal icon, and a button to 'Add ACT Goal score...' or 'Add SAT Goal score...'. The URL 'https://app.schoollinks.com/test-scores' is visible at the bottom left.