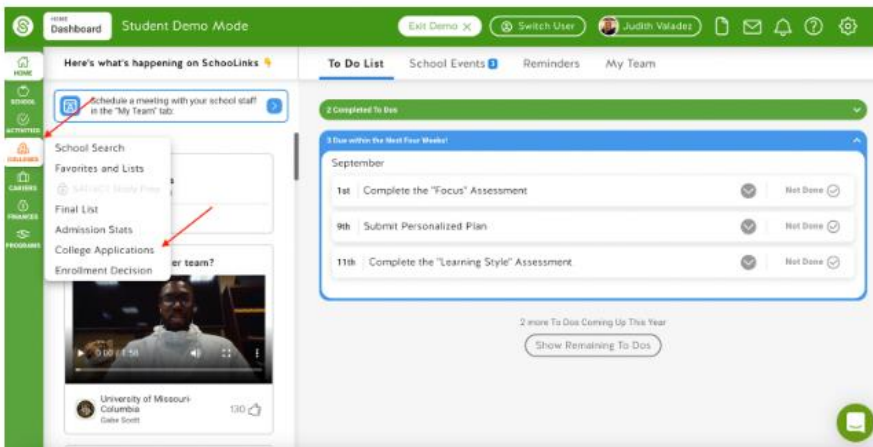


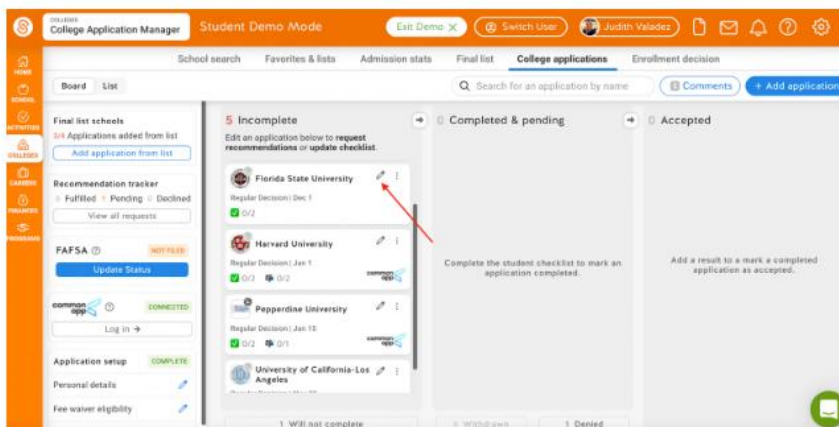
Requesting Transcripts on SchoolLinks

Hover over the **Colleges icon** and click **College Applications**.



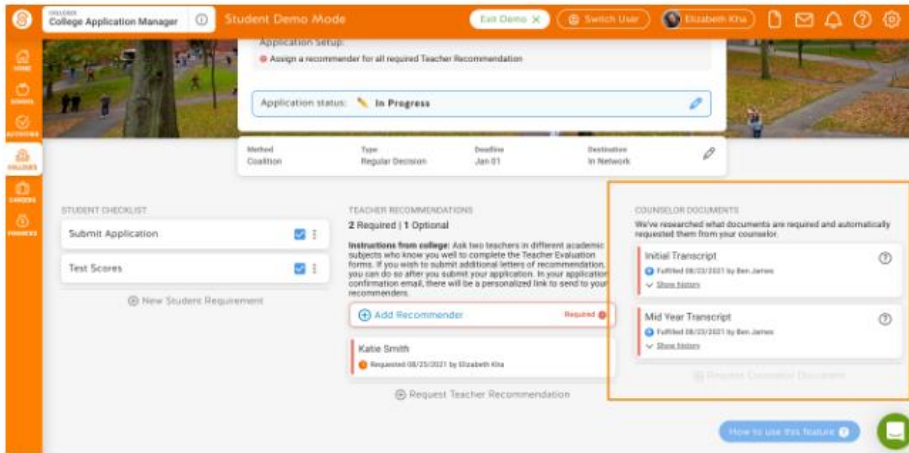
For initial or mid year transcripts

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

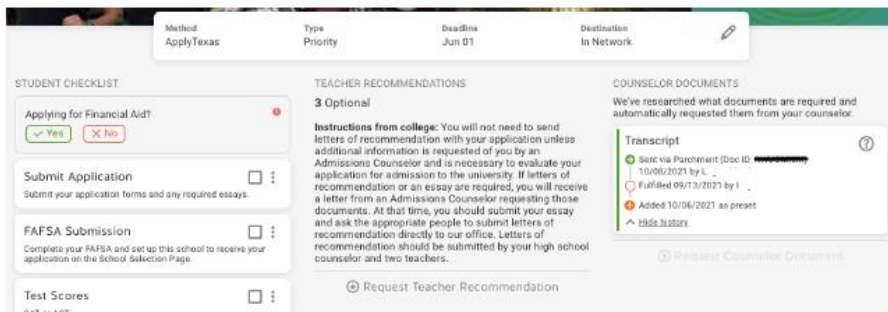


If it's a new application, you'll need to click on "Add application from list" in the top-left, fill in the details of the type of application, and click **Save Application**. Next, you'll see the application details page.

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.



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:



For Final Transcript sending

To get a final transcript sent to a school, you'll need to make an enrollment decision! Check this article about [indicating an enrollment decision](#) for more information.

Check out this video to learn more about Application Manager:
[SchoolLinks Application Manager for Students](#)