

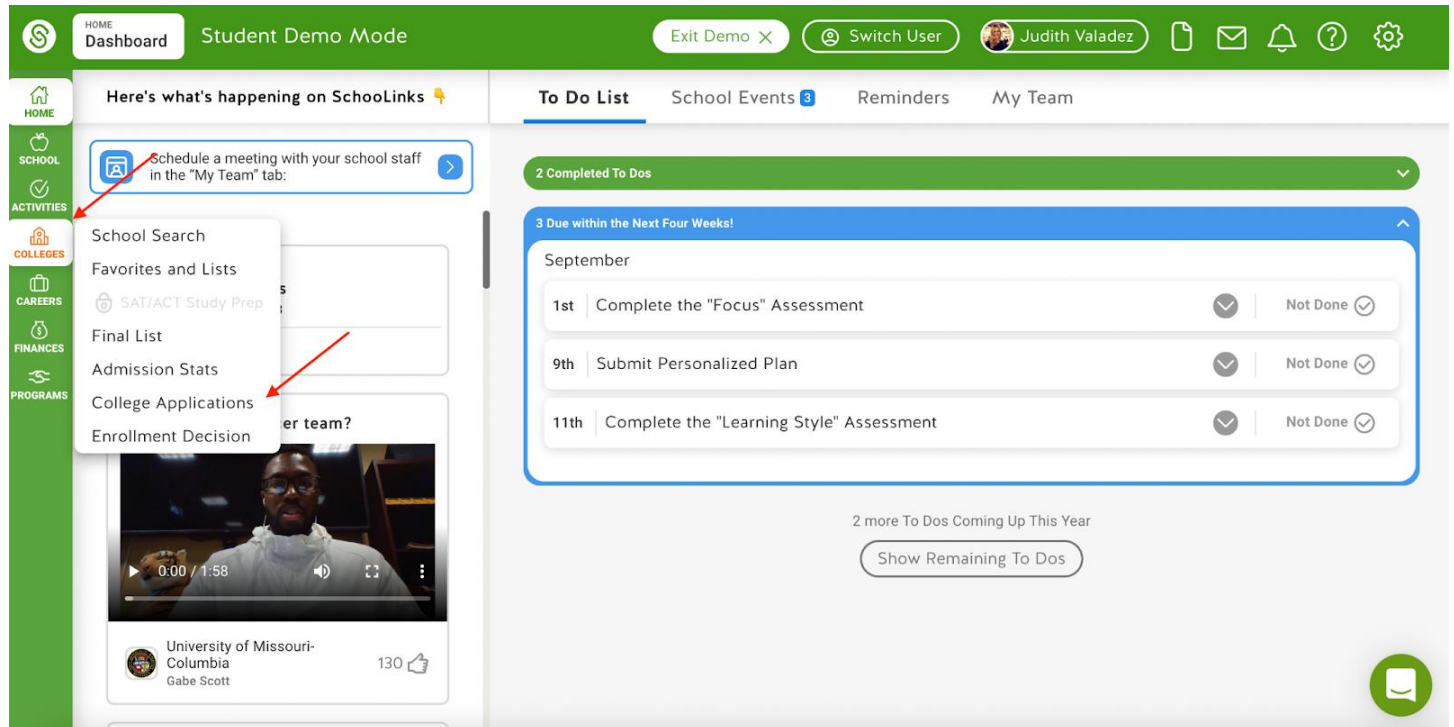
# How to Request Transcripts be Sent to a College (Schoolinks)

\*\*\* Must be logged into Schoolinks to access live links throughout document\*\*\*

- In this article, we will show students how transcripts are requested to be sent to a college
- If you need help setting up an application, you can check out [this overview with detailed steps](#)

## Accessing Application Manager

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.

(see screenshot on next page)

The screenshot shows the 'College Application Manager' interface in 'Student Demo Mode'. The user is logged in as Judith Valadez. The main navigation bar includes 'School search', 'Favorites & lists', 'Admission stats', 'Final list', 'College applications', and 'Enrollment decision'. The 'College applications' section is active, showing a list of 5 incomplete applications. A red arrow points to the edit icon for Florida State University. The interface also includes a sidebar with navigation options like 'HOME', 'SCHOOL', 'ACTIVITIES', 'COLLEGES', 'CAREERS', 'FINANCES', and 'PROGRAMS'. The top right corner has utility icons for 'Exit Demo', 'Switch User', and a profile picture.

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 'Application Setup' page for a student named Elizabeth Kha. The application status is 'In Progress'. The page is divided into several sections: 'Application Setup' with a note to assign a recommender; 'STUDENT CHECKLIST' with 'Submit Application' and 'Test Scores' checked; 'TEACHER RECOMMENDATIONS' showing 2 required and 1 optional, with a list including Katie Smith; and 'COUNSELOR DOCUMENTS' showing 'Initial Transcript' and 'Mid Year Transcript' both fulfilled. A red box highlights the 'COUNSELOR DOCUMENTS' section. The interface includes a sidebar with navigation options and a top navigation bar with utility icons.

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:

Method	Type	Deadline	Destination
ApplyTexas	Priority	Jun 01	In Network

**STUDENT CHECKLIST**

- Applying for Financial Aid? ❗  
 Yes  No
- Submit Application  ⋮  
 Submit your application forms and any required essays.
- FAFSA Submission  ⋮  
 Complete your FAFSA and set up this school to receive your application on the School Selection Page.
- Test Scores  ⋮  
SAT or ACT

**TEACHER RECOMMENDATIONS**

**3 Optional**

**Instructions from college:** You will not need to send letters of recommendation with your application unless additional information is requested of you by an Admissions Counselor and is necessary to evaluate your application for admission to the university. If letters of recommendation or an essay are required, you will receive a letter from an Admissions Counselor requesting those documents. At that time, you should submit your essay and ask the appropriate people to submit letters of recommendation directly to our office. Letters of recommendation should be submitted by your high school counselor and two teachers.

⊕ Request Teacher Recommendation

**COUNSELOR DOCUMENTS**

We've researched what documents are required and automatically requested them from your counselor.

**Transcript** ❓

- ✔ Sent via Parchment (Doc ID: ~~XXXXXXXXXX~~) 10/08/2021 by L \_ \_ \_ \_ \_
- Fulfilled 09/13/2021 by I \_ \_ \_ \_
- ⊕ Added 10/06/2021 as preset
- ⤴ Hide history

⊕ Request Counselor Document

### 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.