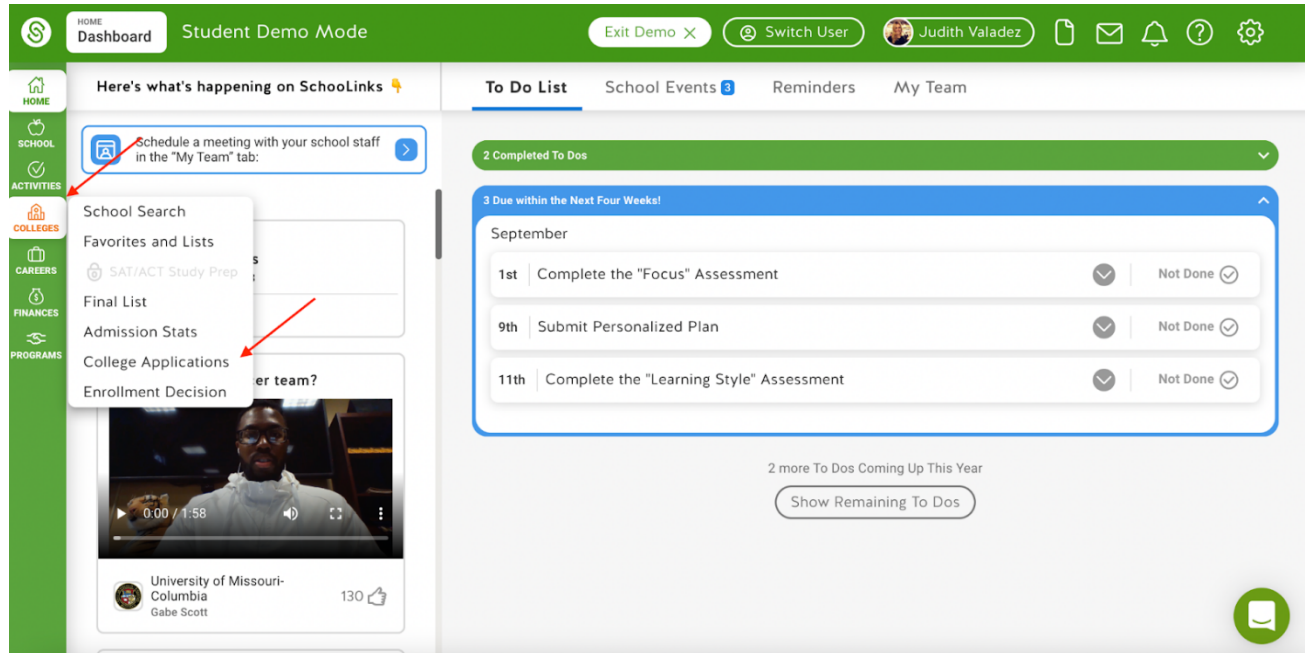


Student: How to Request Transcripts be Sent to a College

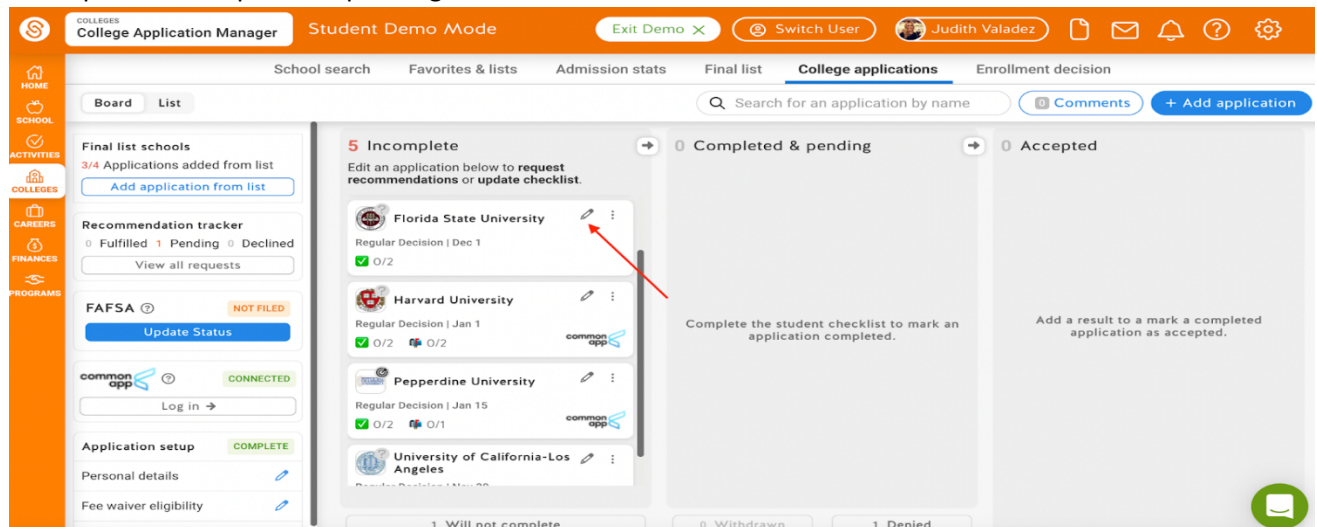
Accessing Application Manager

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.



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**.

COLLEGES
College Application Manager

Student Demo Mode

Exit Demo X

Switch User Elizabeth Kha

Application Setup:
Assign a recommender for all required Teacher Recommendation

Application status: **In Progress**

Method	Type	Deadline	Destination
Coalition	Regular Decision	Jan 01	In Network

STUDENT CHECKLIST

- Submit Application ☒
- Test Scores ☒

TEACHER RECOMMENDATIONS

2 Required | 1 Optional

Instructions from college: Ask two teachers in different academic subjects who know you well to complete the Teacher Evaluation forms. If you wish to submit additional letters of recommendation, you can do so after you submit your application. In your application confirmation email, there will be a personalized link to send to your recommenders.

[Add Recommender](#) Required

Katie Smith
Requested 08/25/2021 by Elizabeth Kha

COUNSELOR DOCUMENTS

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

- Initial Transcript
Fulfilled 08/23/2021 by Ben James
[Show history](#)
- Mid Year Transcript
Fulfilled 08/23/2021 by Ben James
[Show history](#)

[Request Counselor Document](#)

How to use this feature ?

You can view the history and status of the requested documents by clicking Show History for more details.

Method	Type	Deadline	Destination
ApplyTexas	Priority	Jun 01	In Network

STUDENT CHECKLIST

- Applying for Financial Aid? ☒ Yes ☒ No
- Submit Application ☐
- FAFSA Submission ☐
- Test Scores ☐

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: [redacted]) 10/08/2021 by L [redacted]
Fulfilled 09/13/2021 by L [redacted]
Added 10/06/2021 as preset
[Hide history](#)

[Request Counselor Document](#)

Any questions or if you need assistance, contact Genevieve Boehm at 816-986-2021 or genevieve.boehm@lsr7.net