

Current Moses Lake High School students Transcript Instructions for Scholarships & Insurance Purposes only

Schoolinks Transcripts Video - <https://youtu.be/qukPworYpE0> or step by step instructions below:

- Log in to app.schoolinks.com
- Click “Log in with Google” (must be logged into your MLSD Google Account)
- Click on “Student” (left side)
- Click on “Records Requests”
- Click on “Download Unofficial” or “Send Official Transcript”
 - Transcripts are sent immediately.

Official transcripts are available on Schoolinks and can be emailed to yourself (student) and uploaded to website portals as needed. When you receive your official transcript, click Print, then select your Destination to be “Save as a PDF. When you print and/or save as a PDF to an Official Transcript, a watermark will appear stating “Printed from a Certified Digital Credential. Original has no watermark.” This is how it is identified as an official transcript and takes the place of a stamp and signature. The watermark does not appear in the viewed download until you either Print to a printer or print and save as a PDF. Example below.

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***** COURSE DESIGNATION KEY *****
A = Advanced Placement      I = Intl Baccalaureate      Q = Quantitative      T = CTE Dual Credit
B = CBDE                    K = Cambridge Program      R = Running Start      (Tech Prep)
C = College in the HS       L = Local Comp Test      S = Science Lab      Z = Non-Instructional
H = Honors Option           M = National Comp Test

***** ACADEMIC RECORD *****
***** ADDITIONAL STATE REQUIREMENTS *****
HIGH SCHOOL AND BEYOND PLAN      NOT MET
WASHINGTON STATE HISTORY      MET
GRADUATION PATHWAY      MET
***** END OF TRANSCRIPT RECORD *****
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