

Requesting Transcripts

Follow these instructions to request high school transcripts through SchoolLinks for college applications, scholarships, NCAA, or personal records.

College Applications (Common App, Apply Texas, & Direct to Institution - School Specific)

- **Automatic Request:** Transcripts are automatically requested as soon as you save the application in SchoolLinks, regardless of which application platform you used.
 - [SchoolLinks Quick Start Guide](#)
- **3-Week Buffer:** Save your applications in SchoolLinks at least **3 weeks before** your deadline, as processing can take up to three weeks.
- **Release Date:** Official transcripts will not begin sending until after **September 1st**.
- **Prioritization:** Transcripts for submitted applications are processed before non-submitted/draft applications.
- **Tracking:** Track delivery progress in the **Counselor Documents** section of your **College Application Requirements** page.

Unofficial Transcripts (Personal Use)

- Navigate to the left sidebar and click **Student and Record Center**.
- Click **Download Unofficial Transcript**.

Other Purposes (Scholarships, NCAA, or External Agencies)

- Click the **paper airplane icon (Send Official Transcript)**.

- Choose your target destination.
- Fill in any required recipient details, such as an email or mailing address.