



Search for articles...

All Collections > Record Requests & Management >  
Student: Request Transcripts for Non-College Applications

# Student: Request Transcripts for Non-College Applications

Learn how to download your unofficial transcript or request your official one for NCAA eligibility, scholarship, or co-enrollment purposes.



Written by Jenny  
Updated over 4 months ago

Table of contents



The **Record Request Center** in SchoolLinks is where you can download your unofficial transcript and send your official transcript to an organization for purposes other than College Applications. Non-college application purposes might include a scholarship application, NCAA eligibility, or co-enrollment (sending transcripts to two schools for one application.)

**!! Warning:** The Record Center is **not** where you request transcripts for college applications. All college application transcript requests should be done through your College Application Manager.

Learn more [👉 Add a College Application and Request Application Documents.](#)

## Unofficial vs Official Transcripts

**Unofficial Transcripts** are typically copies that students can print, download, or share informally, such as from a student portal. These transcripts often lack a school seal or authorized signature, making them less formal. They are generally used for personal reference or informal applications, such as internships that don't require formal verification.

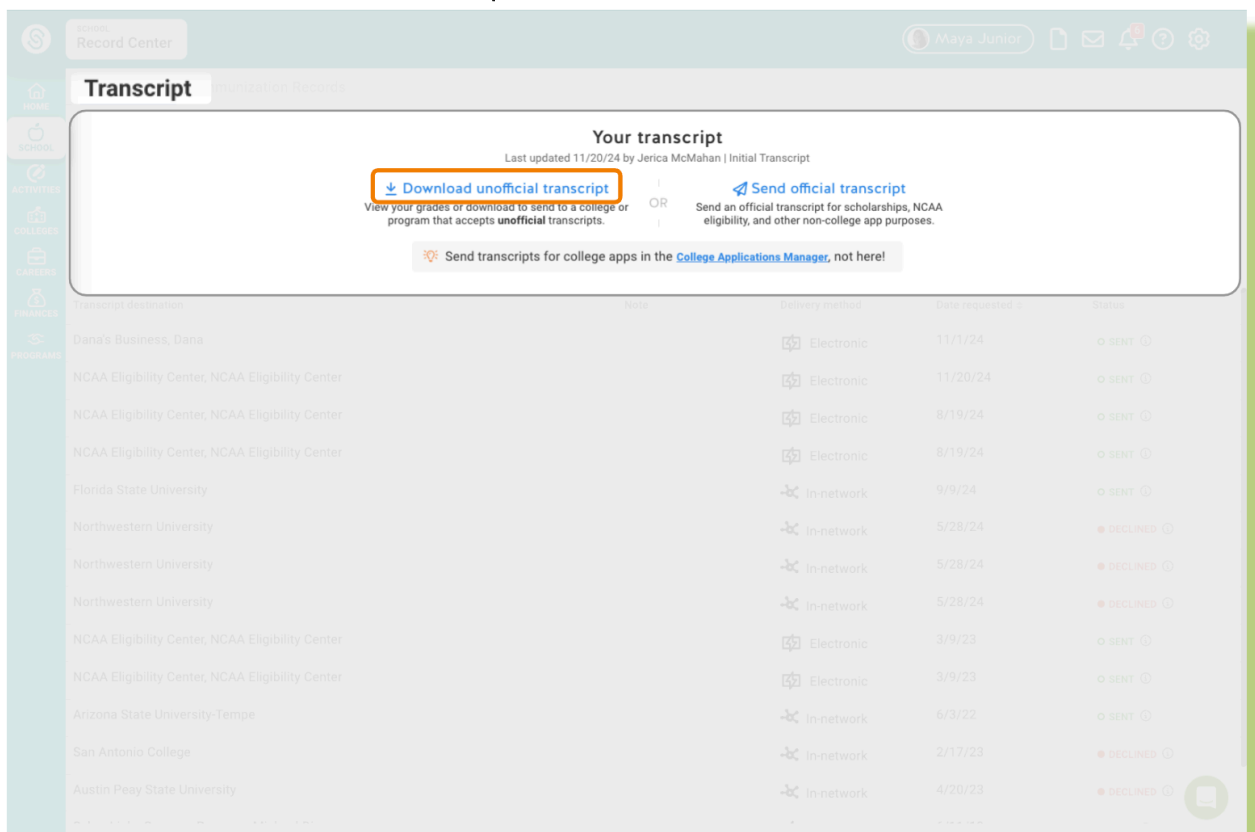
**Official Transcripts**, on the other hand, are issued directly by the high school. They are typically sent in a sealed envelope or electronically through secure platforms like Parchment. Official transcripts include a school seal, the signature of an authorized official, and other verifications to ensure authenticity. They are required by colleges, universities, scholarship committees, and employers as formal proof of a student's academic record.

To access, click **Student** in the side navigation bar, then select **Record Requests**.

## Download Unofficial Transcript

If your transcript has been uploaded into SchoolLinks by your school, then you will be able to download your unofficial transcript. Depending on your district setup, your unofficial transcript may contain an "unofficial" watermark.

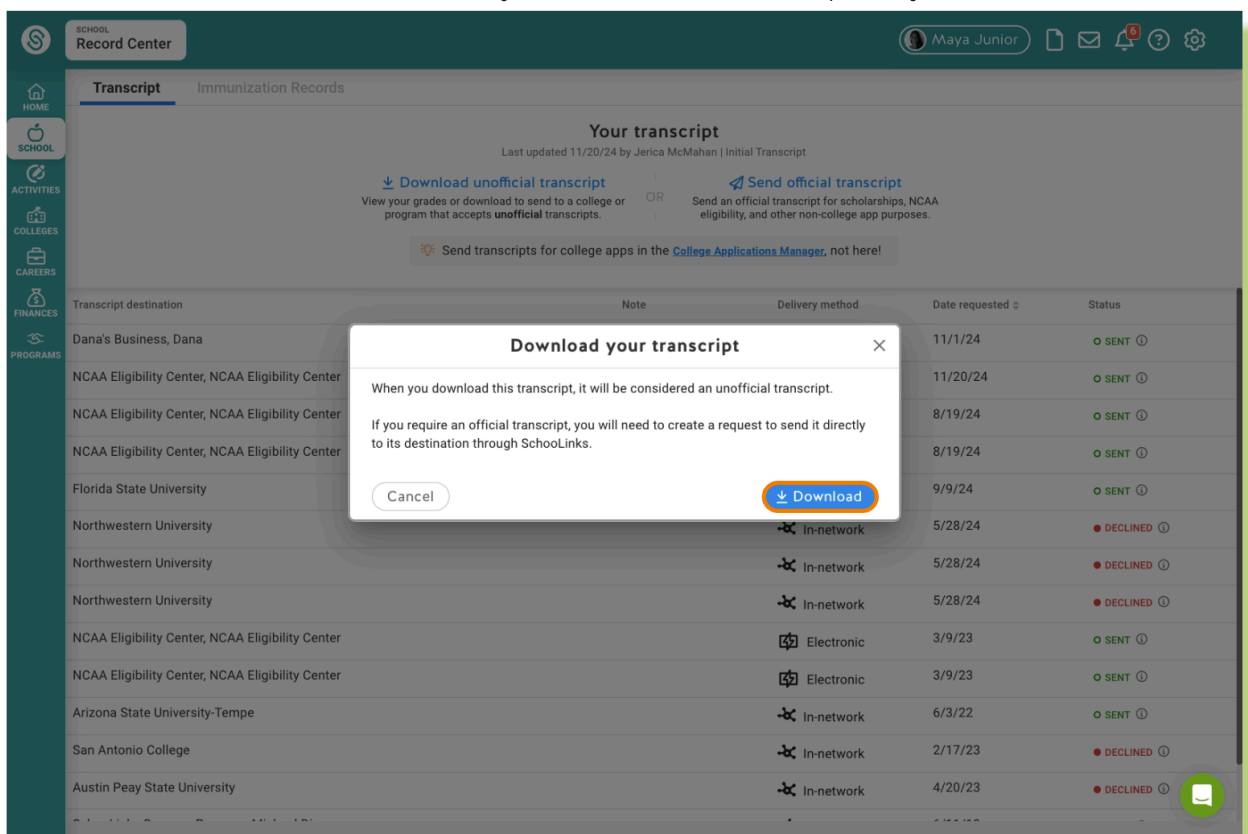
1. Click **Download unofficial transcript**.



The screenshot shows the 'Record Center' interface. At the top, there's a navigation bar with 'Records' and 'Record Center'. A user profile for 'Maya Junior' is visible. Below the navigation, there's a 'Transcript' section with a 'Download unofficial transcript' button highlighted by an orange box. Below this, there's a table of transcript requests.

| Transcript destination                           | Hold | Delivery method | Date requested | Status   |
|--|------|-----------------|----------------|----------|
| Dana's Business, Dana                            |      | Electronic      | 11/1/24        | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 11/20/24       | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT     |
| Florida State University                         |      | In-network      | 9/9/24         | SENT     |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT     |
| Arizona State University-Tempe                   |      | In-network      | 6/3/22         | SENT     |
| San Antonio College                              |      | In-network      | 2/17/23        | DECLINED |
| Austin Peay State University                     |      | In-network      | 4/20/23        | DECLINED |

2. Then, click **Download** to download your unofficial transcript to your device.



## Send Official Transcript

If your transcript is on file in SchoolLinks, then you will be able to send your official transcript to a destination of your choice.

1. Click **Send official transcript**.

**Transcript** Immunization Records

**Your transcript**  
Last updated 11/20/24 by Jerica McMahan | Initial Transcript

[Download unofficial transcript](#) | OR | [Send official transcript](#)

View your grades or download to send to a college or program that accepts **unofficial** transcripts. | Send an official transcript for scholarships, NCAA eligibility, and other non-college app purposes.

Send transcripts for college apps in the [College Applications Manager](#), not here!

| Transcript destination                           | Note | Delivery method | Date requested | Status   |
|--|------|-----------------|----------------|----------|
| Dana's Business, Dana                            |      | Electronic      | 11/1/24        | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 11/20/24       | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT     |
| Florida State University                         |      | In-network      | 9/9/24         | SENT     |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT     |
| Arizona State University-Tempe                   |      | In-network      | 6/3/22         | SENT     |
| San Antonio College                              |      | In-network      | 2/17/23        | DECLINED |
| Austin Peay State University                     |      | In-network      | 4/20/23        | DECLINED |

2. Select a destination from the dropdown list or select email or mailing address.

**Transcript** Immunization Records

**Your transcript**  
Last updated 11/20/24 by Jerica McMahan | Initial Transcript

[Download unofficial transcript](#) | OR | [Send official transcript](#)

View your grades or download to send to a college or program that accepts **unofficial** transcripts. | Send an official transcript for scholarships, NCAA eligibility, and other non-college app purposes.

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| Transcript destination                           | Note | Delivery method | Date requested | Status   |
|--|------|-----------------|----------------|----------|
| Dana's Business, Dana                            |      | Electronic      | 11/1/24        | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 11/20/24       | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT     |
| Florida State University                         |      | In-network      | 9/9/24         | SENT     |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT     |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT     |
| Arizona State University-Tempe                   |      | In-network      | 6/3/22         | SENT     |
| San Antonio College                              |      | In-network      | 2/17/23        | DECLINED |
| Austin Peay State University                     |      | In-network      | 4/20/23        | DECLINED |

**Where should this transcript be sent?**

Choose a destination from the list below. If your destination isn't listed, enter an email or mailing address yourself.

Destination  
Choose a destination

- NCAA Eligibility Center
- NAIA Eligibility Center
- NAIA ELIGIBILITY CENTER
- Email Address
- Mailing Address
- College Address

Destination options include:

- ▶ NCAA or NAIA Eligibility Center
- ▶ Email Address
- ▶ Mailing Address
- ▶ College Address

## Track Transcript Requests

All requests appear on your Record Requests dashboard, showing the delivery method, date, and current status. Status options include **Requested\***, **Sent**, **Viewed** (by the recipient), and **Declined**. To view more details, hover over the exclamation point icon next to each status.

| Transcript destination                           | Note | Delivery method | Date requested | Status    |
|--|------|-----------------|----------------|-----------|
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | REQUESTED |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 8/19/24        | SENT      |
| Florida State University                         |      | In-network      | 9/9/24         | VIEWED    |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED  |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED  |
| Northwestern University                          |      | In-network      | 5/28/24        | DECLINED  |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT      |
| NCAA Eligibility Center, NCAA Eligibility Center |      | Electronic      | 3/9/23         | SENT      |
| Arizona State University-Tempe                   |      | In-network      | 6/3/22         | SENT      |
| San Antonio College                              |      | In-network      | 2/17/23        | DECLINED  |
| Austin Peay State University                     |      | In-network      | 4/20/23        | DECLINED  |
| SchoolLinks Summer Program, Michael Disenza      |      | Electronic      | 6/11/19        | SENT      |
| SchoolLinks Scholarship Contest, SchoolLinks     |      | Electronic      | 1/16/19        | SENT      |

*\*Note: the Requested status will only show if your district's settings require a registrar to manually approve each transcript request before sending.*

## Related Articles:

- [Student: Add a College Application and Request Application Documents](#)

Did this answer your question?

