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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.

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Updated yesterday

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The **Record Request Center** in SchooLinks 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.

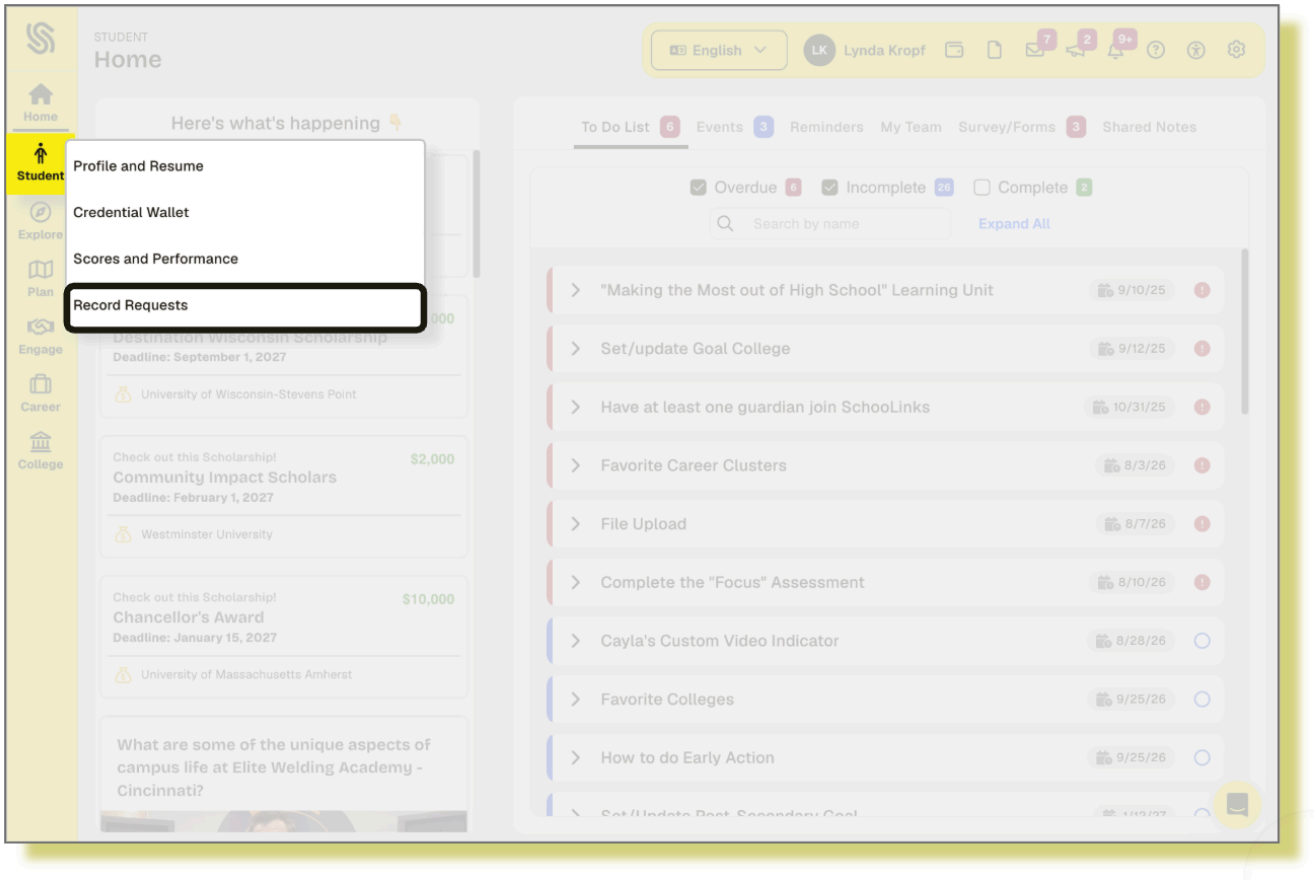
Learn more 👉 Add a College Application and Request Application Documents.

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.

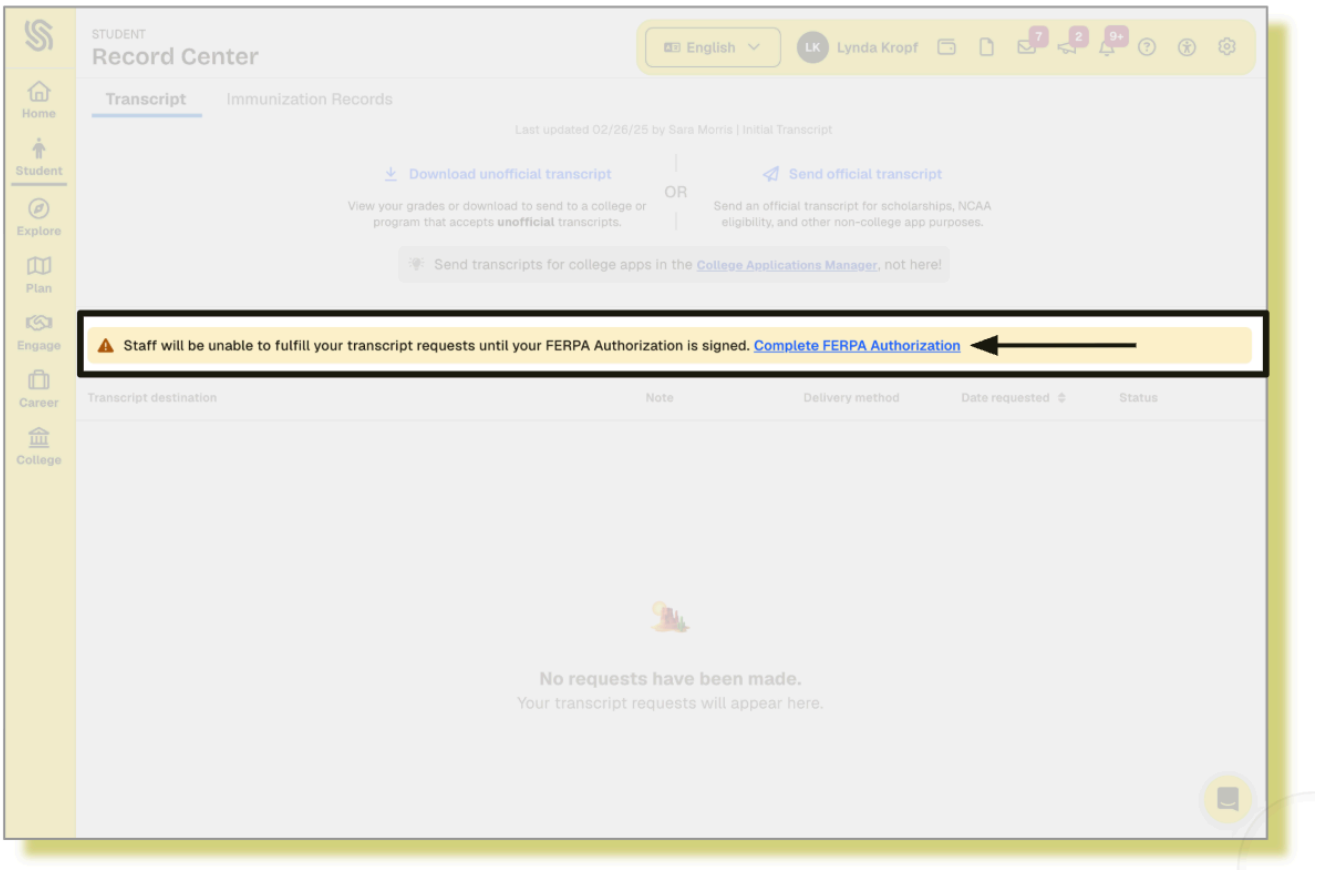
To access, click **Student** in the side navigation bar, then select **Record Requests.**



ℹ️ **IMPORTANT:** If your district has enabled FERPA Authorization and it has not been completed, you will see a banner on this page. You can still request transcripts and download your unofficial transcript, but staff will be unable to fulfill official transcript requests until it is signed.

Click the **Complete FERPA Authorization** link in the banner to complete it.

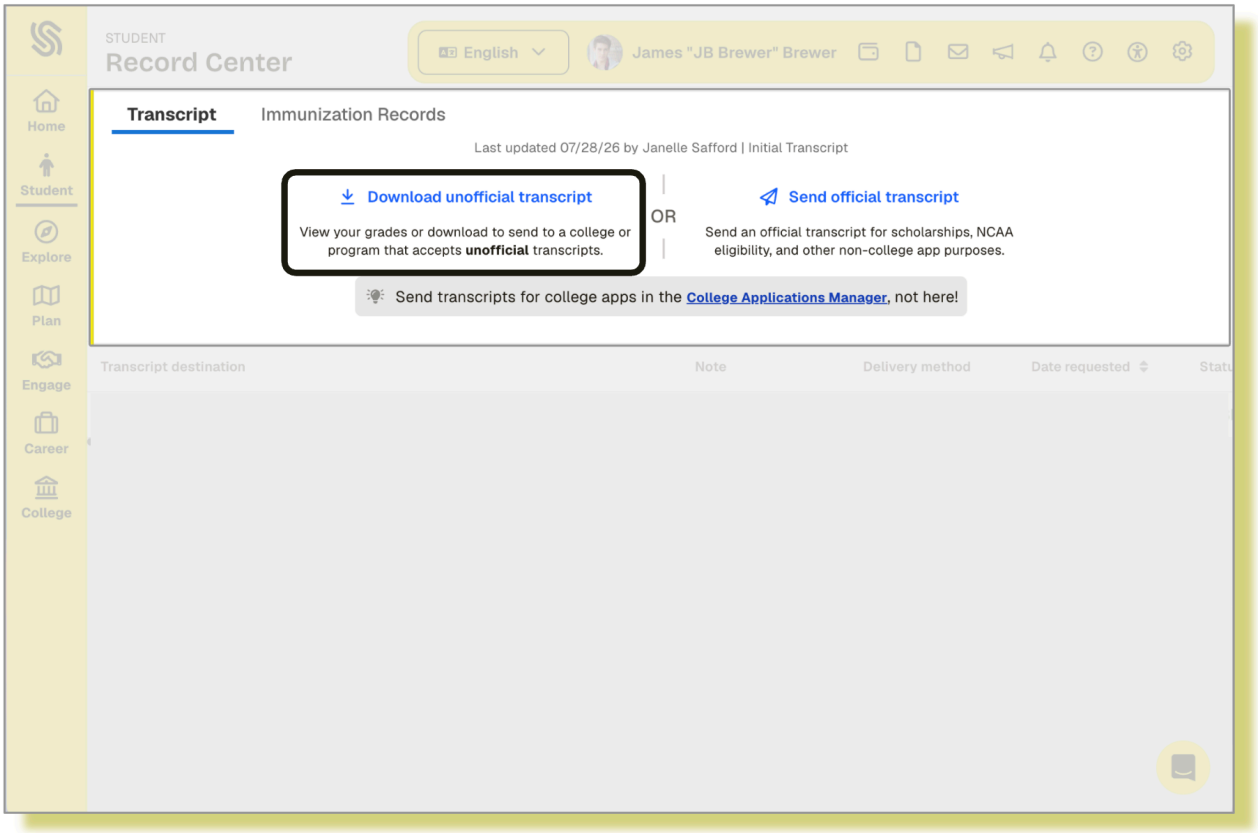
Learn more 👉 Student: FERPA Authorization Overview



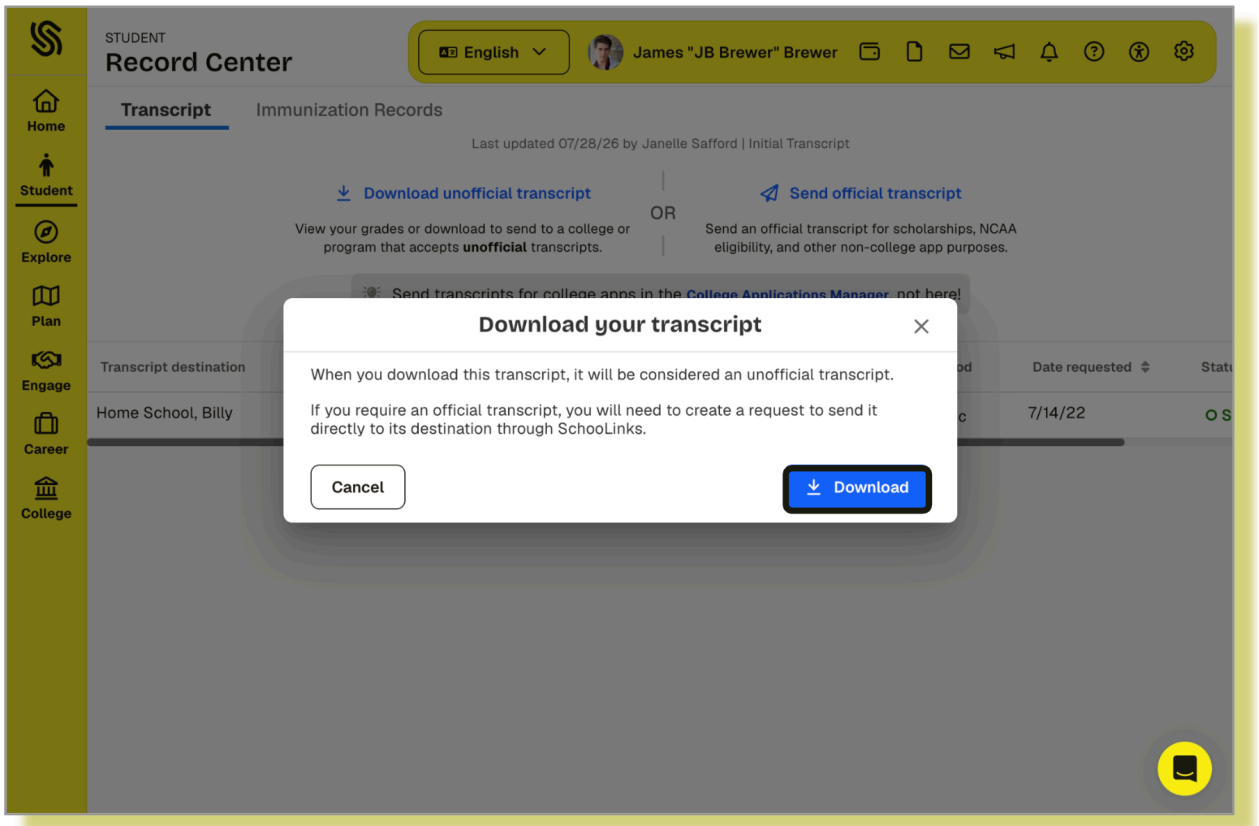
Download Unofficial Transcript

If your transcript has been uploaded into SchooLinks 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.**



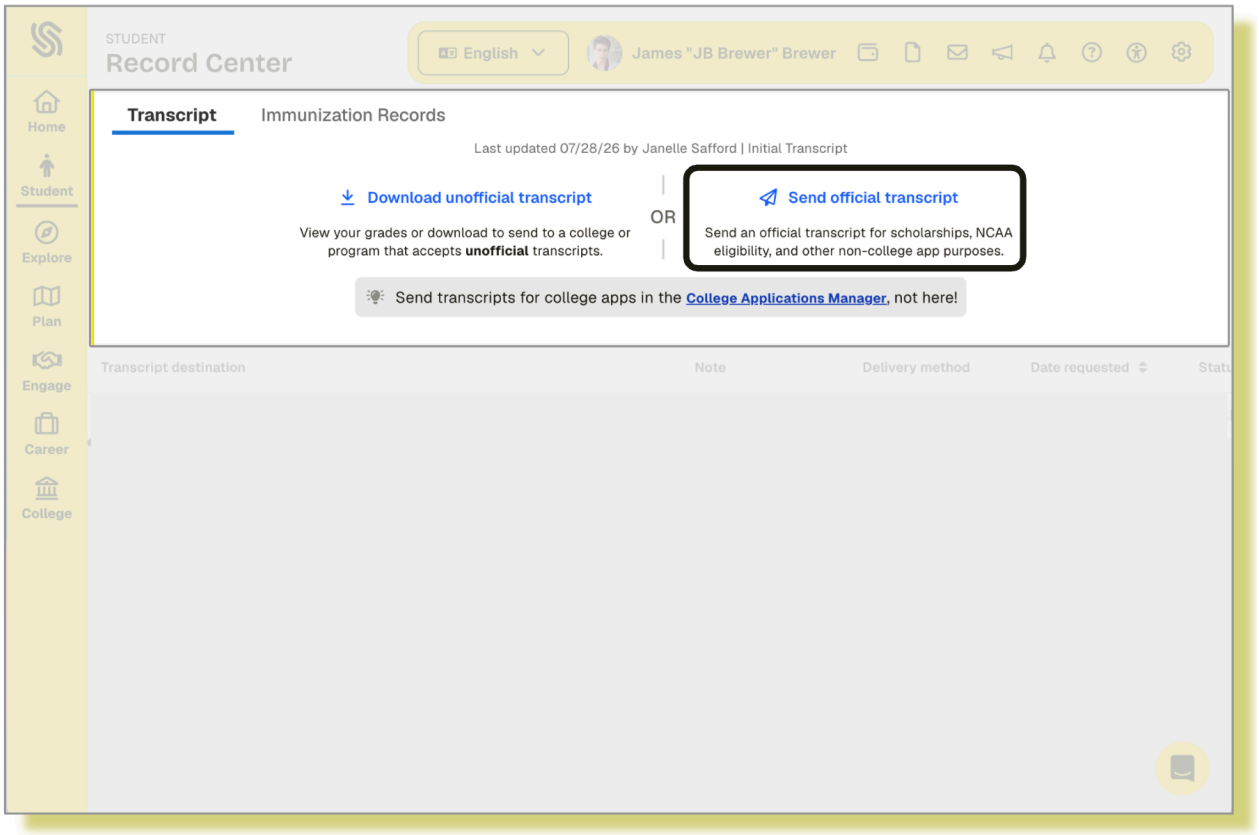
2. Then, click **Download** to download your unofficial transcript to your device.



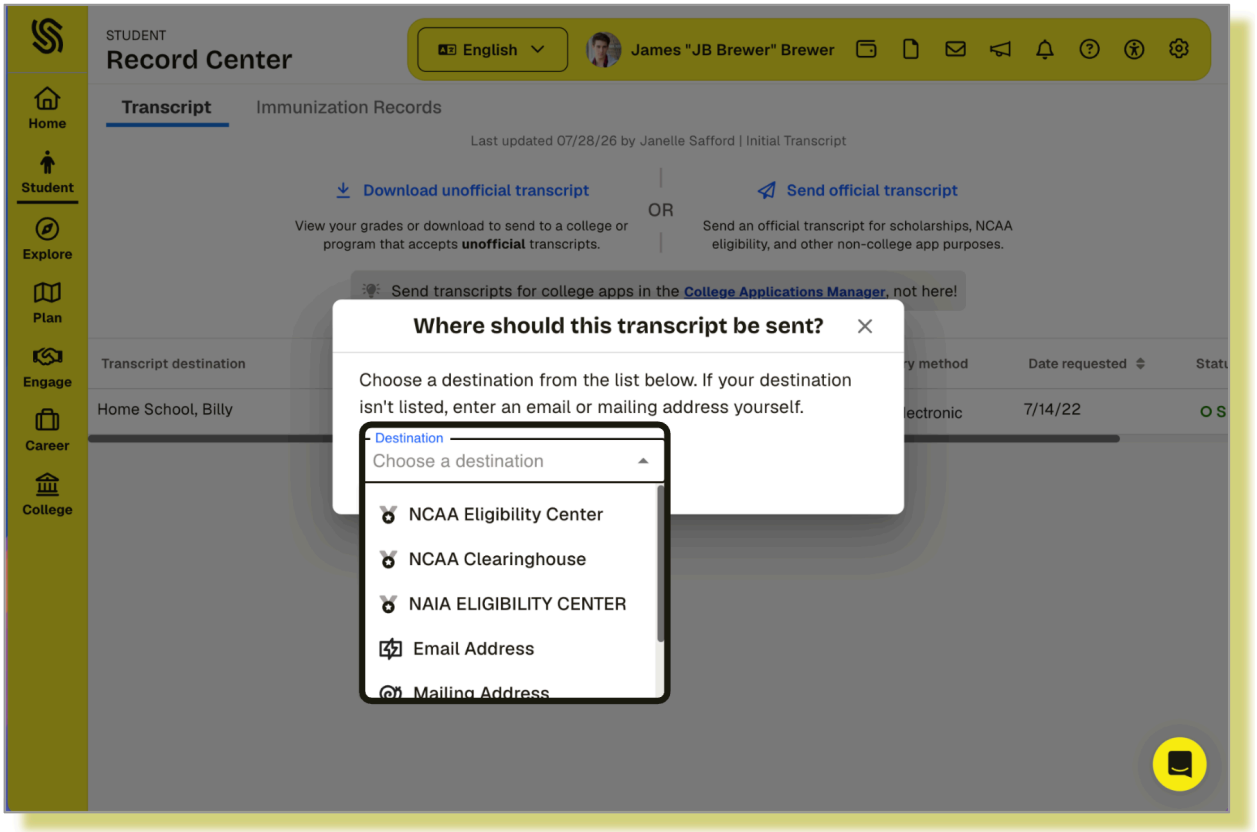
Send Official Transcript

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

1. Click **Send official transcript**.



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

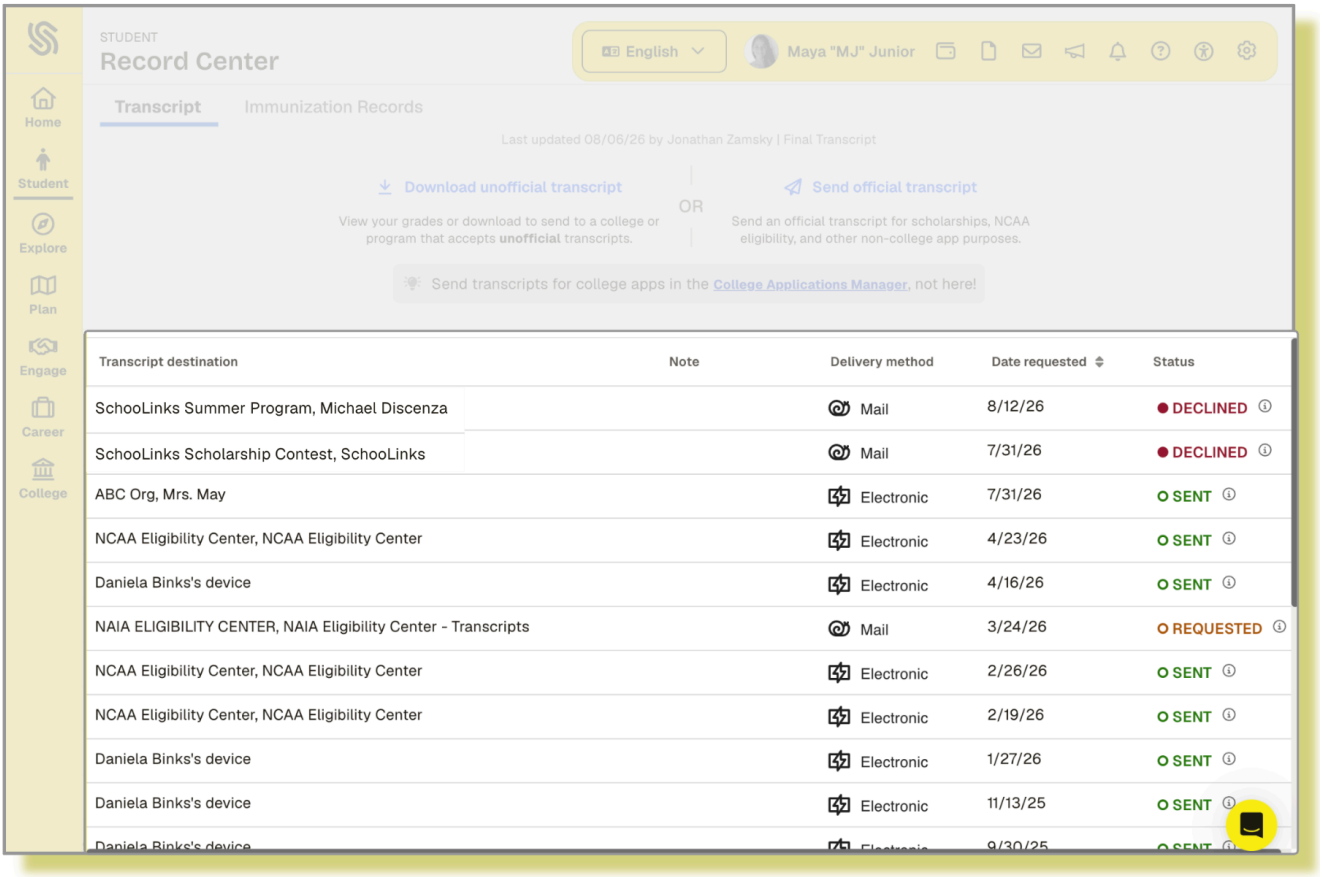


Destination options include:

- **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.



**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
- Student: FERPA Authorization Overview

Did this answer your question?