Sending an Official Transcript (NON-College Destinations)

Please do not use these directions to send a transcript to a college. Please use the College Application Manager for that.

If you need to MAIL an official transcript, please ask your counselor for directions – do not request that here.

- In Schoolinks go to School – then Transcript Requests.

- Select "Send Official Transcript"

- Next select EMAIL ADDRESS (or NCAA Eligibility if you are sending to there). *Do not select Mailing Address. If you need the transcript mailed,*