



High School Transcript Requests

All transcript requests made during the academic school year must follow the directions below.
If this request is being made in June, July or August you will need to contact the High School Principal.
Please allow up to seven business days for all transcript requests to be processed.









Husker Alumni:

Create a [SchoolLinks](#) account & follow the [Alumni Transcript Request Directions](#).

Current Students:

Log into your [SchoolLinks](#) account & follow the directions below.

How to Order an Initial Transcript to be Sent to a College:

1. Go to Colleges > College Applications		> Then Click <i>College Applications</i>
2. Select <i>Add Application</i>		
3. Enter College Using Search Option	Select a college to add: <input type="text" value="Search colleges"/>	
4. Choose the Application Status	Select 	Then Click 
5. Select the Application Method	common app  or  or 	
6. Application Type	Select <i>Early Action</i> or <i>Regular Decision</i> & then 	

After you click “save application” your request will be fulfilled by your school counselor.

How to Add Your Enrollment Decision for Final Transcript Requests:

Once you decide the college you’re accepted to and attending, you must add your [Enrollment Decision](#) in [SchoolLinks](#) so your final transcript request is made and sent. Go to Colleges > Enrollment Decision > (Select which college you are attending) > Click Add Enrollment Decision. You can always update this if needed up until graduation.

How to Access Your Own Unofficial Transcript & How to Send Official Transcripts for Scholarships, NCAA & Employers

1. In [SchoolLinks](#) Go to Student > Records Request
2. Select One of the Options Below:

Last updated 08/01/25 by the District | Final Transcript

↓ [Download unofficial transcript](#)

View your grades or download to send to a college or program that accepts **unofficial** transcripts.

OR

↗ [Send official transcript](#)

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!

How to Link Common App Accounts with SchoolLinks:

If you are applying to colleges using the [Common App](#), you **MUST** link it to [SchoolLinks](#).

1. Green Items are Completed in [SchoolLinks](#).
2. Blue Items are Completed in the [Common App](#).
3. [Video Tutorial](#) example.

1 Click "Connect" on your College Applications dashboard

2 Login or create a new account

3 Check the box to share data back to SchoolLinks

4 Add your first college to "My Colleges"

5 Add your high school & complete FERPA

6 Continue building your "My Colleges" list

⚡ SchoolLinks automatically requests materials from counselors (reports, evaluations, fee waivers, etc) ⚡

7 Request teacher evaluations for each application

8 Complete your college applications

9 Track completion of application materials
statuses are automatically synced to SchoolLinks!

10 Track materials submitted outside Common App like test scores

11 Add your college application results

12 Record your college enrollment decision

⚡ SchoolLinks automatically requests your final report and transcript to send to your chosen college ⚡