



Requesting Your Transcript

Students must complete **both** of the following steps to request a transcript.

STEP 1

- Make sure every college you're applying to is listed in the **Colleges Application Manager (CAM)** in SchoolLinks.
 - **Applying through Common App:** Your colleges will automatically appear in CAM after you [link](#) your Common App account with SchoolLinks.
 - **Applying directly to a college:** You must manually add each college to CAM before requesting your transcript. [Click here](#) for directions.

STEP 2

- Go to the Records Room (in the Counseling Office) to do the following:
 - Sign your transcript card.
 - Pay \$2.00 per transcript.
 - Payment must be made by cash or check only (no credit cards or MyPaymentsPlus).
 - Exact change is preferred if paying with cash.