

How to order high school transcripts for college applications

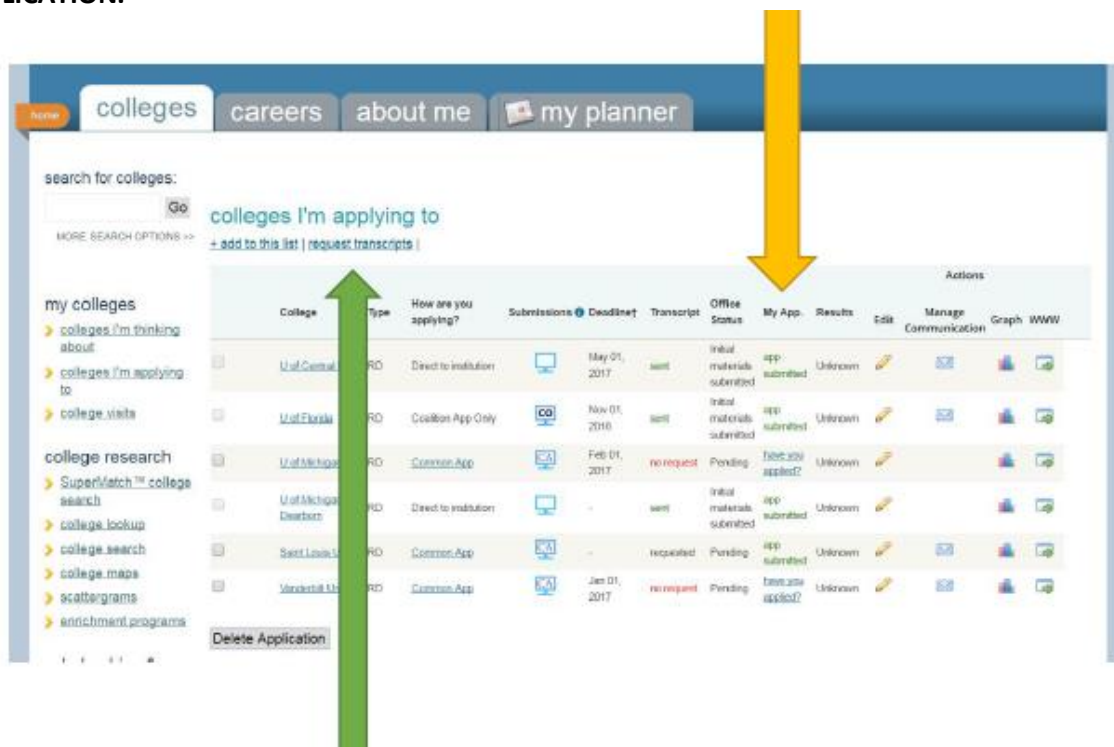
Students can request their transcripts for college applications at any time. CCHS will send the transcripts after you have submitted your college application so the university will have a document to link to your transcripts.

To Request Transcripts:

1 – Login to Family Connection

2 - ADD schools to the COLLEGES I'M APPLYING TO

3 - As soon as you have submitted your application go to **MY APP** and check on **I HAVE SUBMITTED MY APPLICATION**.



4 - Go to **Request Transcripts**

Electronic Transcripts for college application will be sent for FREE

\$3(cash) fee is required for Paper Transcripts. If you request paper transcripts mailed, you must pay in advance before they will be mailed.

To ensure your transcript will match your college application, it is advised that your social security number is in your high school record.

** See Mrs. Losey, CCHS Registrar in the Guidance Office for additional information.