Adding Colleges and Requesting Transcripts in SchooLinks

Step 1: Go to Schoolinks.com and click **Log In**
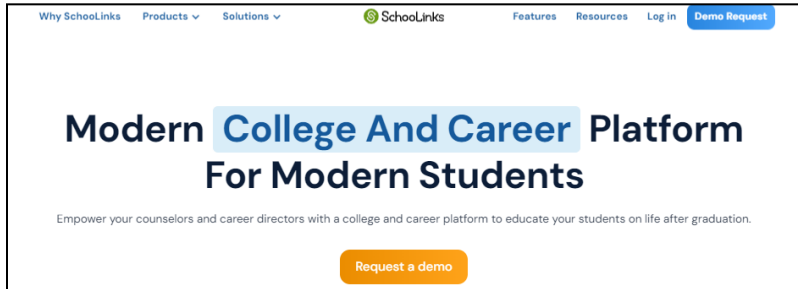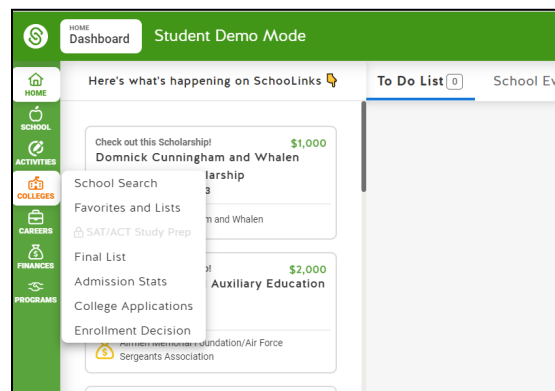

Step 2: Select **Log in with Google**
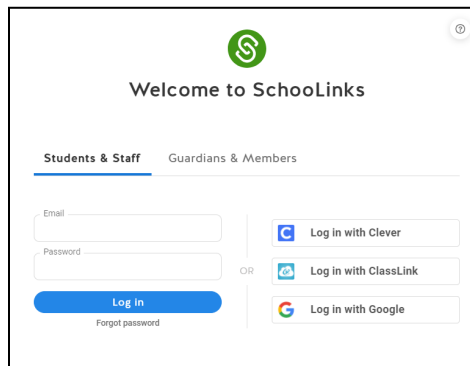
Step 3: Choose your D127.org account

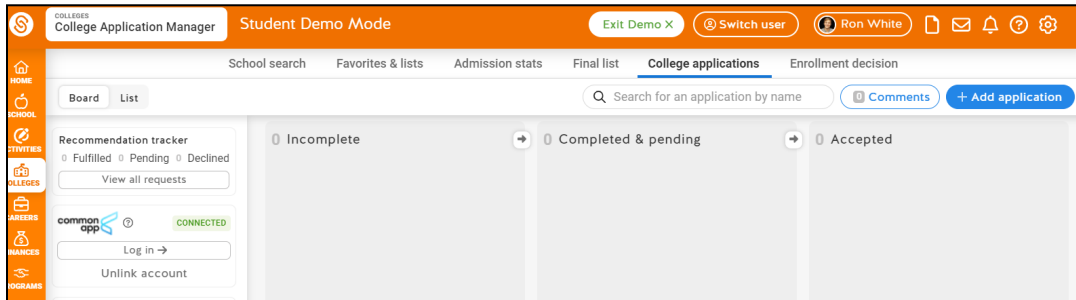**Step 4**: Click on the **Colleges** icon at the left side of your screen and then select **College Applications**

Step 5: Click on **Let's Go** and follow the prompts to complete your **personal details**, **fee waiver eligibility** and sign the **FERPA Waiver**
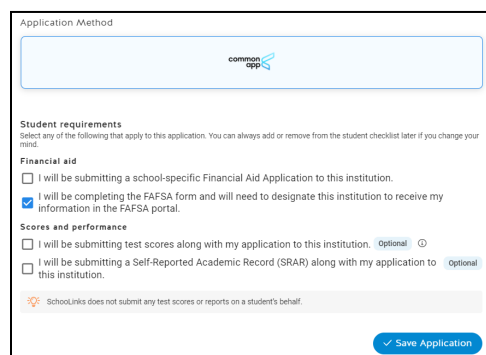
Step 6: Add colleges you are applying to by clicking **Add Application** in the top right corner of your screen

**Step 7**: Search the school, select **In Progress**, and **Add Application**
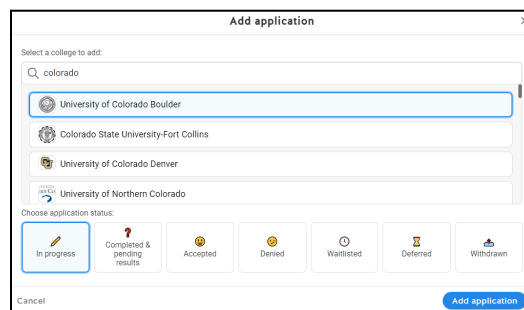
Step 8: Indicate your financial aid preference, whether you will submit test scores and then click **Save Application**

Step 9: Add a request for a letter of recommendation from a Teacher and or Counselor, only if the college requires it. Remember to update your student profile and communicate with your teacher before adding them as a recommender on SchooLinks
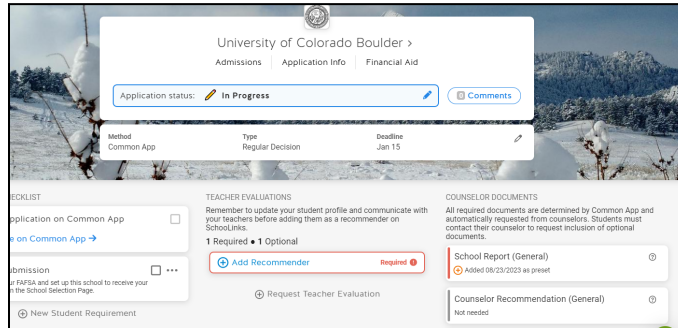
Step 10: Click **Back** and you successfully added the college. **IMPORTANT: By adding the college in Schoolinks, you automatically generate a request to your School Counselor to have your transcript sent to the college. There is nothing additional you need to do to have your transcript sent.**
Repeat the process for additional colleges you are applying to. Return to the College Applications page as seen below to edit an application, to request recommendations at a later date or update your checklist.
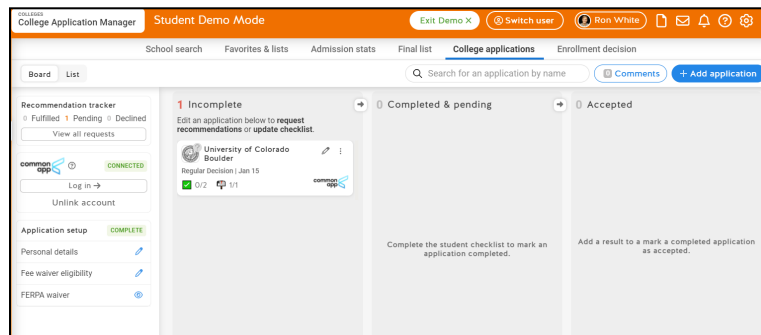
Please reach out to your School Counselor if you need help with SchooLinks, your college applications or transcripts. See below for Counselor caseloads or to schedule an appointment.

COUNSELOR CASELOADS

Kevin Ball – A - Daz

kball@d127.org

 Schedule appointment - https://kball-gnhs.youcanbook.me/

Veronica Lujano – De - Johnson

 vlujano@d127.org

Schedule appointment - https://vlujano.youcanbook.me/

Tim Sheehan – Jok - Orz

tsheehan@d127.org

 Schedule appointment - https://tim-sheehan.youcanbook.me/

Patrick O'Connell – Os - Romaz

poconnell@d127.org *- https://poconnell.youcanbook.me*

Megan Stenberg – Rome - Z

mstenberg@d127.org

 Schedule appointment - https://mstenberg.youcanbook.me/