

KHS College Application & Transcript Request Checklist

1. Join [KHS College, Career, & Military](#) Canvas Page
2. Submit your College Admission Application (Apply Texas, CommonApp)
3. Log in to **SchoolLinks** tile through **MyKatyCloud**

Sign your FERPA Waiver in SchoolLinks

Add your college applications and link CommonApp account

Refer to the Knowledge Base tab on the Canvas page for tutorials

4. Once you have added your schools to your college list, your transcripts are ready to be sent by KHS Counselors or Registrar.

5. Transcript send method: How your transcript is shared with colleges



In-network – transcripts are sent electronically. No further action is required by the student for the transcript.



Common App – Once your Common App account is linked to SchoolLinks, your counselor will send the transcript and other required documents.



Snail – You must complete the transcript request through [ScribOrder](#) and registrars will mail the transcript.

Beware of admission deadlines and time for transcripts to be processed.

6. Transcript Requests
 - a. If you are requesting a transcript for any reason other than college admission, this must be submitted through [ScribOrder](#).
 - b. If you are only needing an unofficial transcript, you can download this yourself through the “School” button on SchoolLinks

7. Letters of Recommendation

A letter of recommendation IS NOT required by most universities.

- a. If the university requires a counselor recommendation, submit a [rec letter request](#) to your counselor.
- b. If the university you're applying to requires a teacher recommendation, submit the request through SchoolLinks.

For all letter of recommendation requests, allow at least two weeks for your recommender to complete.



College/Career Canvas



Counselor Recommendation Request



ScribOrder Transcript Request