
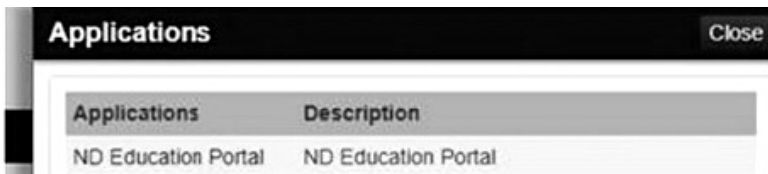
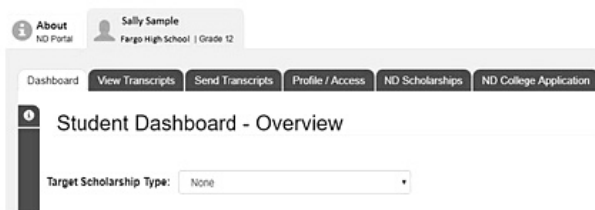




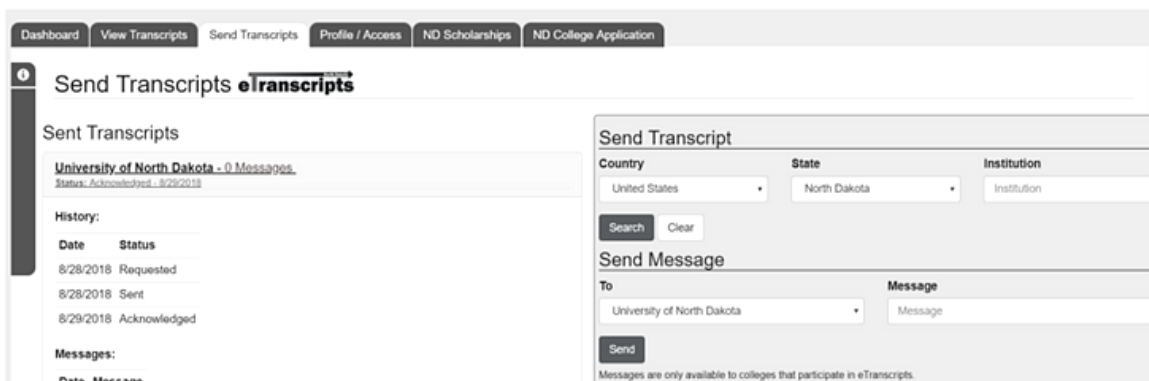
1. Log into Powerschool on a WEB BROWSER
2. Click on this symbol in the upper right hand corner 
3. A menu will appear allowing you to click "North Dakota Education Portal"



4. Once you reach the screen below, click on the tab with your name



5. To send your transcript to a college/university, click "Send Transcripts"
6. Search for the school by the state it is in
 - *Do not type the name of the school
 - *Do not send a message



7. Locate the college/university on the list and click "send now"
8. You can track your sent transcripts on the left side under "Sent Transcripts"
"Acknowledged" means the school has received it

****DO NOT click "Send after graduation" until instructed to do so in the spring of your senior year**

How to get an UNOFFICIAL copy of your transcript

1. Follow steps 1-4 on the previous page
2. Click the "My Transcript" tab



Press this button in the top right hand corner



Select Markup



Press this button again



Save to One Drive or email it to whoever needs a copy

Please reach out if you have any questions!

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Or stop by the Counseling Office!