How to send your official transcript to a college/university:
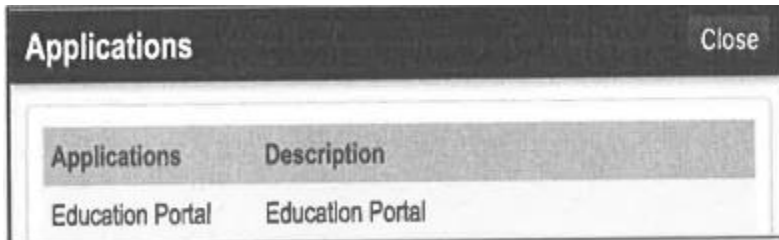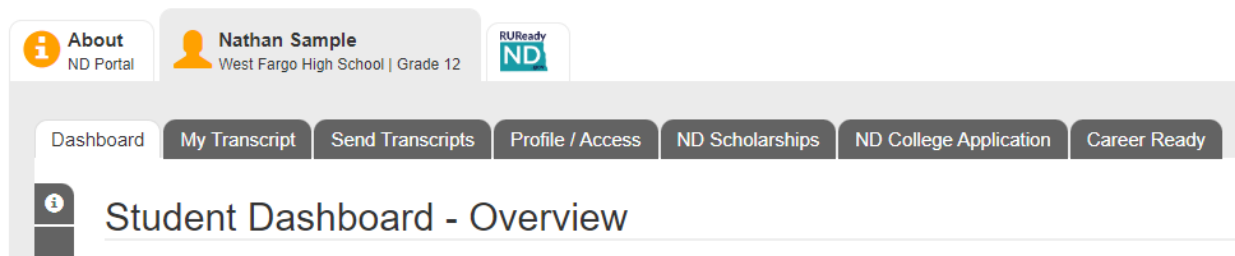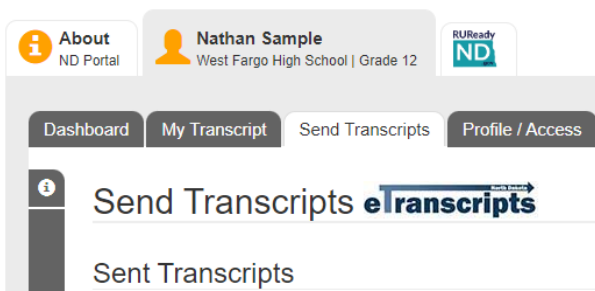
1. Log in to PowerSchool on a WEB BROWSER.

2. Click on this symbol in the upper right-hand corner.

3. Under the APPLICATIONS menu, click "North Dakota Education Portal".

4. On the STUDENT DASHBOARD, click the tab with your name.

5. To send your transcript to a college/university, click the "Send Transcripts" tab.

6. Search for the college/university by the STATE that it is in. Do not type the name of the school. Do not send a message. Select the STATE and click SEARCH.

7. Locate the college/university on the list and click "Send Now". If you would like to send a final transcript after graduation, click "Send After Graduation". Your "Send Now" and "Send After Graduation" will be two separate requests. It is best to click "Send After Graduation" in the spring of your senior year when your high school instructs you that it is time to submit your FINAL TRANSCRIPT requests.

Tracking your Transcripts: On the left side under "Sent Transcripts", the status will be listed under each transcript request. "Status: Acknowledged" means the college/university received your transcript. Once a transcript is sent, a message can be sent to the college/university, if necessary.

How to get an UNOFFICIAL copy of your transcript:

1. Follow steps 1-4 above.
2. Click the "My Transcript" tab.
3. Click "Print"
4. Print and/or save the transcript, as needed.

*The "Transcript Options" button will allow you to toggle on/off ACT scores, AP/DC courses, etc.

Please reach out if you have any questions:
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Or stop by the WFHS counseling office!

Updated 10/2023 Jantzi