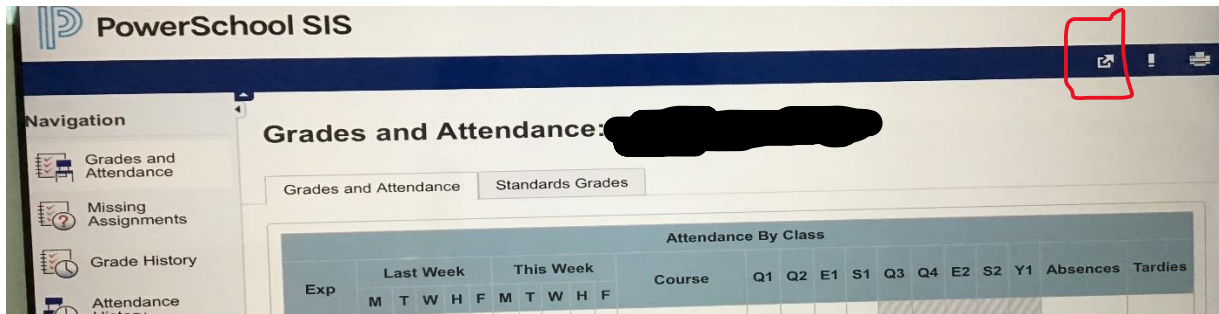
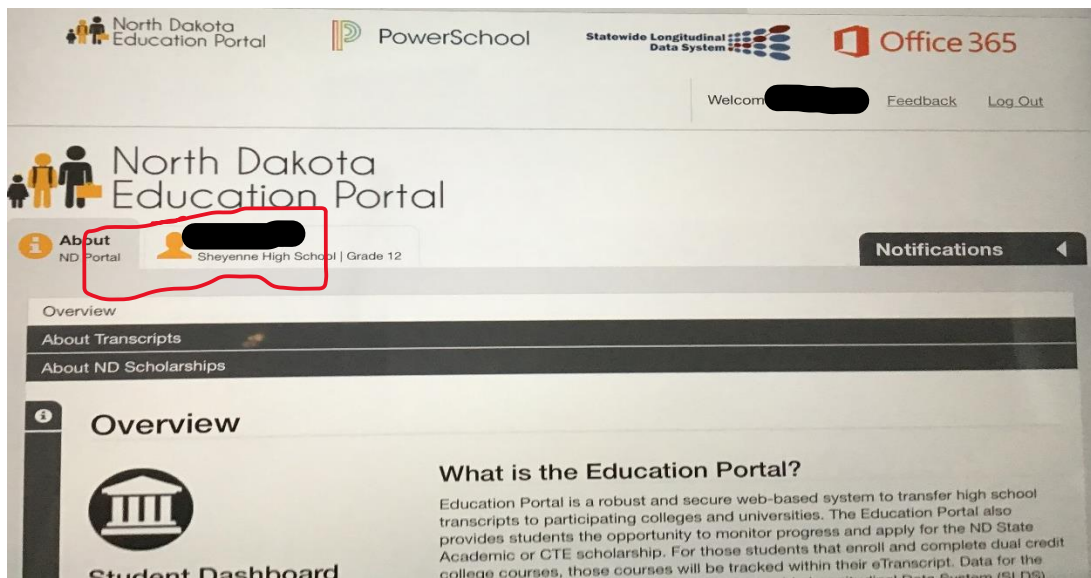


Directions for Requesting your transcript for an initial college application or as a final transcript at the completion of your senior year:

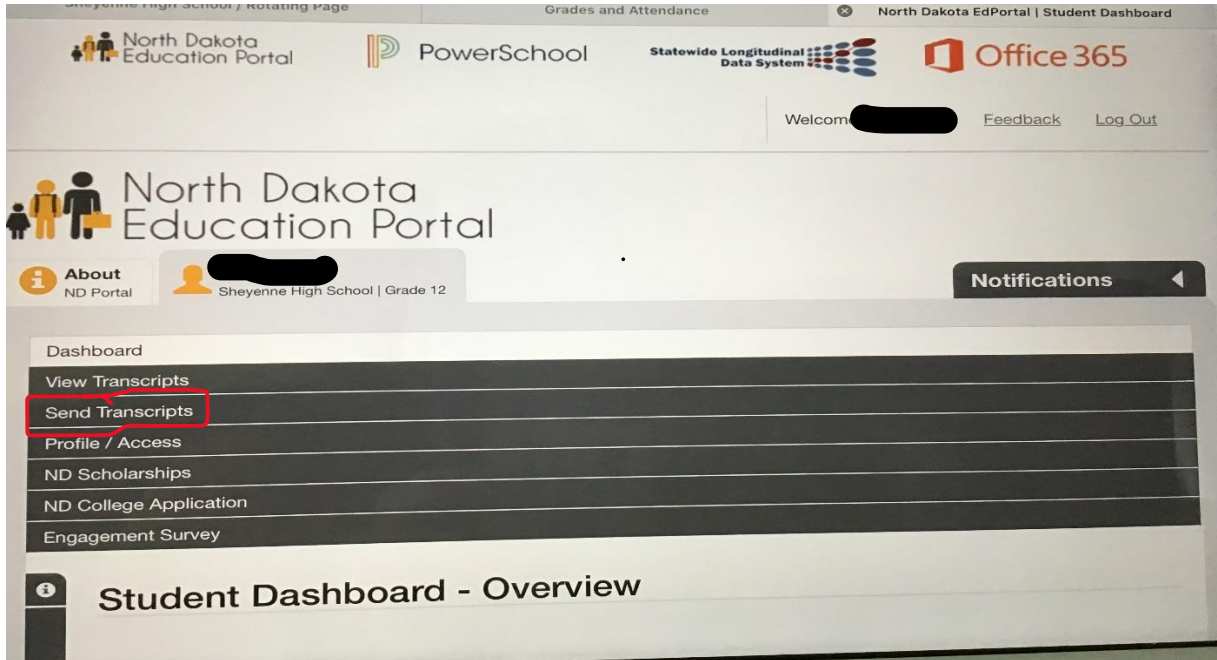
1. Log into Powerschool using the web browser, not the app.
2. Click on the Applications Icon (small box with an arrow)



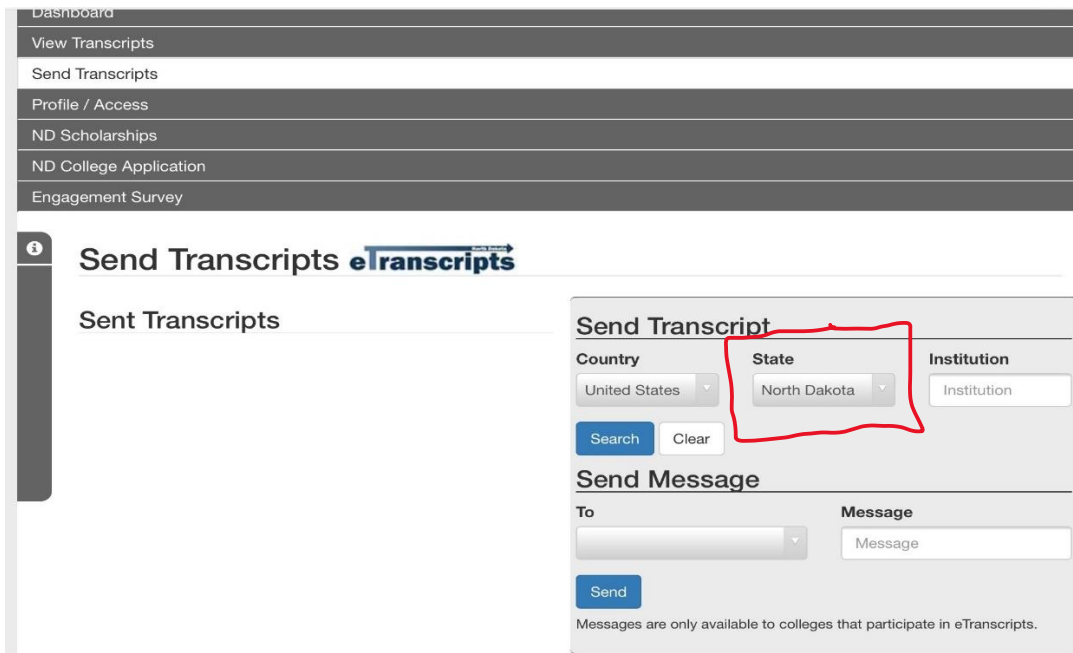
3. A pop out will appear from the right side of your screen with one option to click on – ND Education Portal – click on that link to go to your Education Portal.
4. Once in the North Dakota Education Portal, you will see a tab towards the middle of the screen with your name on it – Click on that tab



- Once you have clicked on the tab with your name on it, you will be brought to your personalized dashboard. Next you will click on "Send Transcripts"



- In the greyed search box, you should choose the state your college is located using the drop down box. You don't have to enter the Institution name.



8. Once you have chosen your state, you will see a list of all of the colleges that use this transcript service in the state – THE COLLEGES WILL BE LISTED IN ALPHABETICAL ORDER.
 - a. If you are sending a transcript as part of your initial application, choose Send Now.
 - b. If you are sending a FINAL transcript to be sent at the completion of your senior year, choose Send After Graduation.

Sent Transcripts

Send Transcript

| | | |
|---------------------------------------|--------------------------------------|-------------|
| Country | State | Institution |
| United States | North Dakota | Institution |
| <input type="button" value="Search"/> | <input type="button" value="Clear"/> | |

Results

| School Name | Office / Location |
|---|--------------------|
| Bismarck State College <input type="button" value="Send Now"/> <input type="button" value="Send After Graduation"/> | Admission's Office |
| Dakota College At Bottineau <input type="button" value="Send Now"/> <input type="button" value="Send After Graduation"/> | Student Services |
| Department of Public Instruction (ND Academic or CTE Scholarship) <input type="button" value="Send Now"/> <input type="button" value="Send After Graduation"/> | |
| Dickinson State University <input type="button" value="Send Now"/> <input type="button" value="Send After Graduation"/> | Academic Records |
| Lake Region State College - Devils Lake <input type="button" value="Send Now"/> <input type="button" value="Send After Graduation"/> | Student Records |
| Mayville State University <input type="button" value="Send Now"/> <input type="button" value="Send After Graduation"/> | Academic Records |