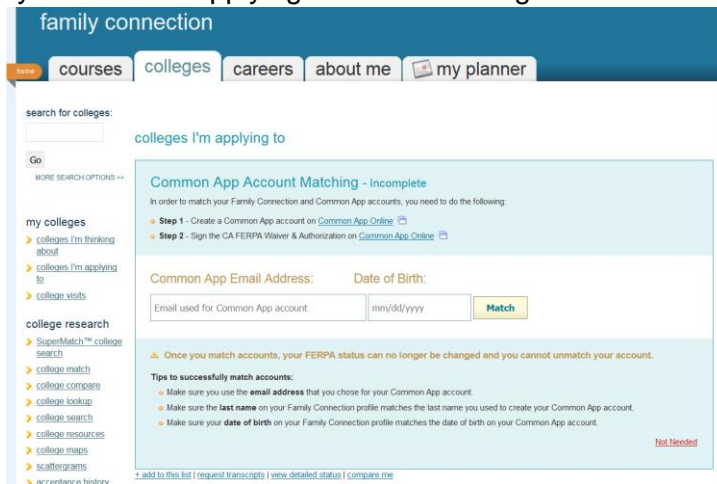


Family Connection: eDocs for Students 2016-2017

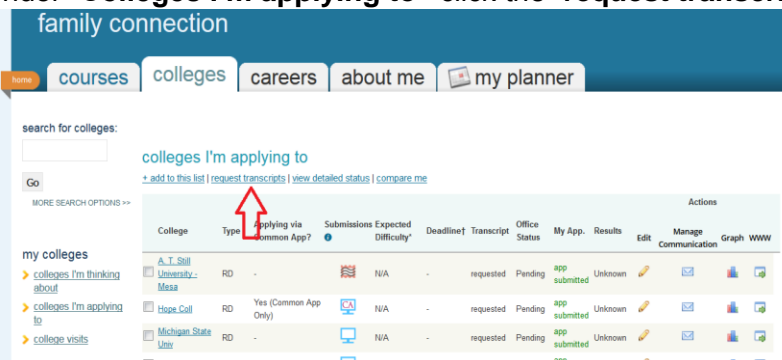
Step 1: Complete college applications online, on paper, via Common App etc.

Step 2: Request Transcripts

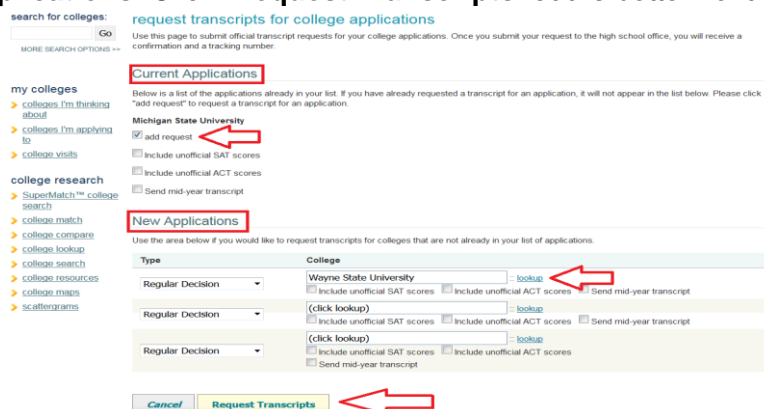
1. Log into **Family Connection** using your UCS login and password. (Our zip code is 48316.)
2. Go to the **COLLEGES** tab and click the “**Colleges I’m applying to**” link.
 - If you are applying to a school using the COMMON APPLICATION you will need to match your account in Family Connection. To do so, enter the email address you used in your CA application and your birthdate. *Once your account is matched, CA will be able to sync your applications to Family Connection.*
 - If you are NOT applying to a school using the COMMON APP click **Not Needed**.



3. Under “**Colleges I’m applying to**” click the “**request transcripts**” link.



4. Select “**add request**” for your **Current Applications**, or add colleges to your list from the lookup under **New Applications**. Click “**Request Transcripts**” at the bottom of the page once complete.



5. You will receive a confirmation message that your transcript requests have been submitted.

✔ **Confirmation**
Your transcript requests have been submitted.

Step 3: Monitor your transcript requests and application details.

You can sign back in to Family Connection anytime to monitor the progress of your requests and to update your records with any admission decision.

College	Type	Applying via Common App?	Submissions Expected	Difficulty	Deadline	Transcript	Office Status	My App.	Results	Actions
A.T. Still University--Mesa	RD	-	1	N/A	-	requested	Initial materials submitted	APP submitted	Unknown	
Hope Coll	RD	Yes (Common App Only)	1	N/A	-	requested	Pending	APP submitted	Unknown	
Michigan State Univ	RD	-	1	N/A	-	requested	Initial materials submitted	APP submitted	Unknown	
Oakland Univ	RD	-	1	N/A	-	requested	Pending	APP submitted	Unknown	
Eastern Line	RD	Yes (Common App Only)	1	N/A	-	no request	Pending	have you applied?	Unknown	
Saginaw Valley State Univ	RD	-	1	N/A	-	requested	Pending	have you applied?	Unknown	
Wayne State Univ	RD	Unknown	1	N/A	Aug 01, 2019	no request	Initial materials submitted	APP submitted	Unknown	

Step 4: Requesting Midyear and Final Transcripts.

- 1) Request a **Midyear Transcript** by checking 'send mid-year transcript' found under the college look up.

New Applications

Use the area below if you would like to request transcripts for colleges that are not already in your list of applications.

Type	College
Regular Decision	(click lookup) :: lookup <input type="checkbox"/> Include unofficial SAT scores <input type="checkbox"/> Include unofficial ACT scores <input type="checkbox"/> Send mid-year transcript
Regular Decision	(click lookup) :: lookup <input type="checkbox"/> Include unofficial SAT scores <input type="checkbox"/> Include unofficial ACT scores <input type="checkbox"/> Send mid-year transcript
Regular Decision	(click lookup) :: lookup <input type="checkbox"/> Include unofficial SAT scores <input type="checkbox"/> Include unofficial ACT scores <input type="checkbox"/> Send mid-year transcript
Regular Decision	(click lookup) :: lookup <input type="checkbox"/> Include unofficial SAT scores <input type="checkbox"/> Include unofficial ACT scores <input type="checkbox"/> Send mid-year transcript
	(click lookup) :: lookup

- 2) Request a **Final Transcript** for a college **after the application is marked as accepted in Family Connection**. You can mark an application as accepted from the Colleges tab of the student folder in the Application Details section and select Accepted using the Result drop-down menu. A student can mark an application as accepted from the **Colleges I'm Applying to List** in Family Connection. The student clicks the pencil icon in the Results column and updates the result as Accepted. When the student goes to request a transcript, he or she will see a Request Final Transcript section

request transcripts for college applications

Use this page to submit official transcript requests for your college applications. Once you submit your request to the high school office, you will receive a confirmation and a tracking number.

Request Final Transcripts

Below is a list of the colleges where you have been accepted and have not yet requested a final transcript. Check the box next to any college where you need a final transcript sent.

Oakland University