

# HOW TO REQUEST A TRANSCRIPT

In order to have your transcript, secondary school report and COUNSELOR letter of recommendation sent from CHS to any College or University...you must login to Maia Learning [Click here to get to site](#) Log in with google (using your CHS gmail).

Click on UNIVERSITIES (on the left)... then APPLYING (on the top)... Then REQUEST TRANSCRIPT... This small check mark will include everything you need (including COUNSELOR LETTER OF REC).

Please give us time to get this sent out for you. THREE weeks is what we ask... but please make your request **AS SOON AS YOU KNOW YOU'RE APPLYING!**

The screenshot displays the 'Universities Applying' section of the Maia Learning platform. On the left is a dark blue sidebar with navigation links: Counselor, Student, Admin, Dashboard, Character, Careers, Academics, Universities (highlighted), Financial Plan, Events, Portfolio, Notes, and MaiaDrive. The main area is titled 'Universities Applying' and has tabs for Search, Considering, Applying (selected), Recommendations, Decisions, Milestones, Prepare Docs, Send Docs, and Send Summary. Below the tabs are three application forms for different universities. Each form has a header with 'Application', 'Info', and 'Notes' (with a red circle containing '0'). The first form is for Arizona State University-Tempe, the second for Loyola University Chicago, and the third for Michigan State University. Each form contains fields for Application Type, Term, Application Round, Application Plan, Deadline, Program, Internal Deadline, Teacher Evaluations, Counselor Recommendation, Request Transcript, and Application Status. A black arrow points to the 'Request Transcript' checkbox in the first form, which is currently unchecked.

University	Application Type	Term	Application Round	Application Plan	Deadline	Program	Internal Deadline	Teacher Evaluations	Counselor Recommendation	Request Transcript	Application Status
Arizona State University-Tempe	Common App	Select	1		Select		Select	0 (Min) - 0 (Max)	Optional	<input type="checkbox"/>	Set Status
Loyola University Chicago	Select	Select	1		Select		Select	0 (Min) - 2 (Max)	Optional	<input type="checkbox"/>	Set Status
Michigan State University	Select	Select	1		Select		Select	0 (Min) - 0 (Max)	Optional	<input type="checkbox"/>	Set Status