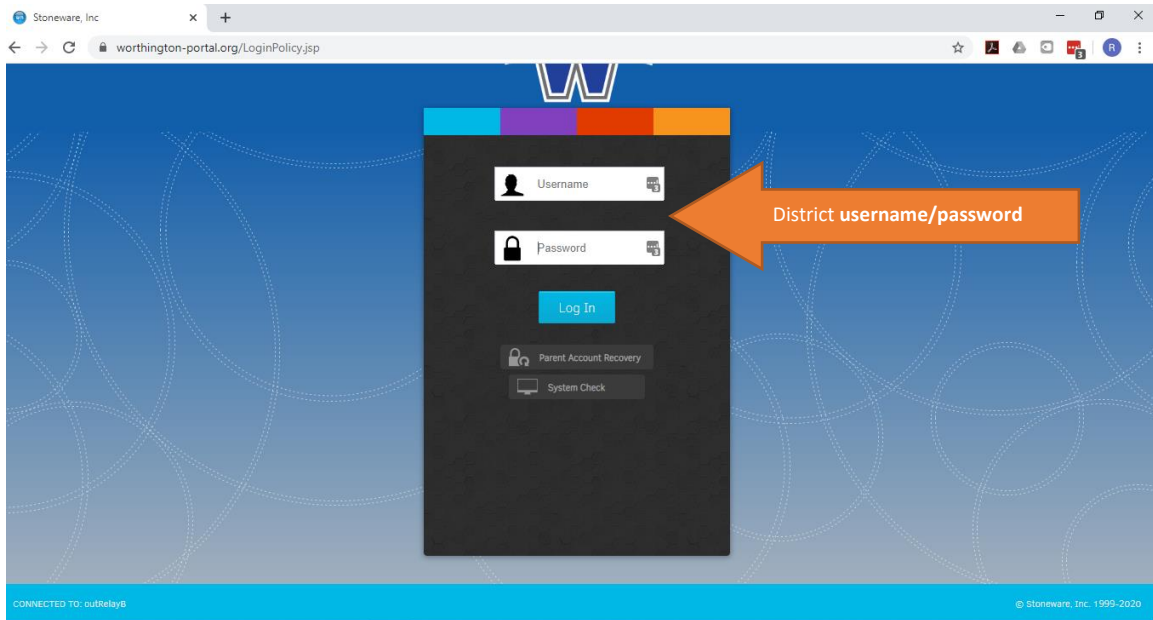




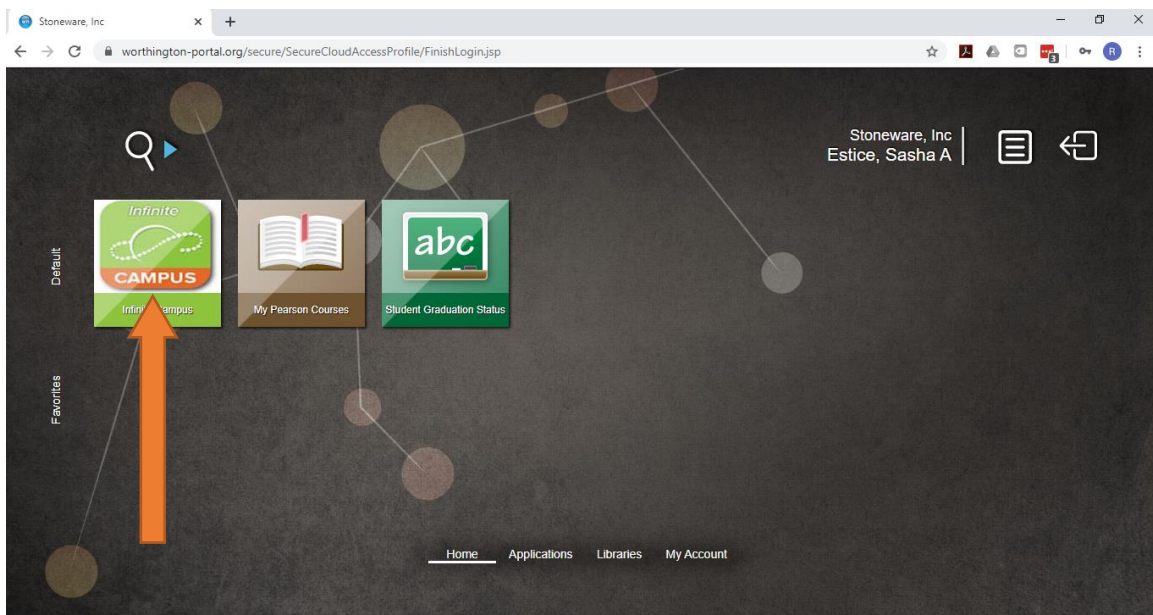
The following instructions are for students who attend Worthington Schools. If you do not attend Worthington Schools, contact your schools administrative or counseling office for instructions.

## How to Send your Transcript as a PDF:

1. Log into the Worthington Portal: <https://www.worthington-portal.org/LoginPolicy.jsp>

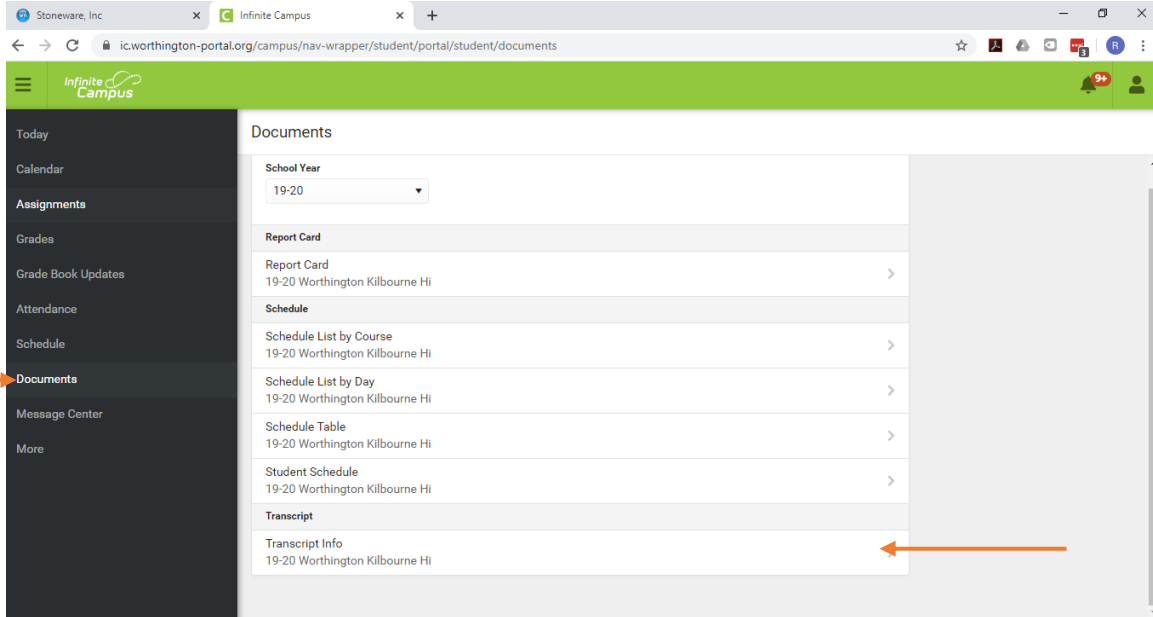


2. Select the **Infinite Campus** link





3. Select "Documents" from the left menu, then select "Transcript Info" from the Documents list. Your school transcript will open in a separate window.



4. Save (or Print) your Transcript as a PDF document

