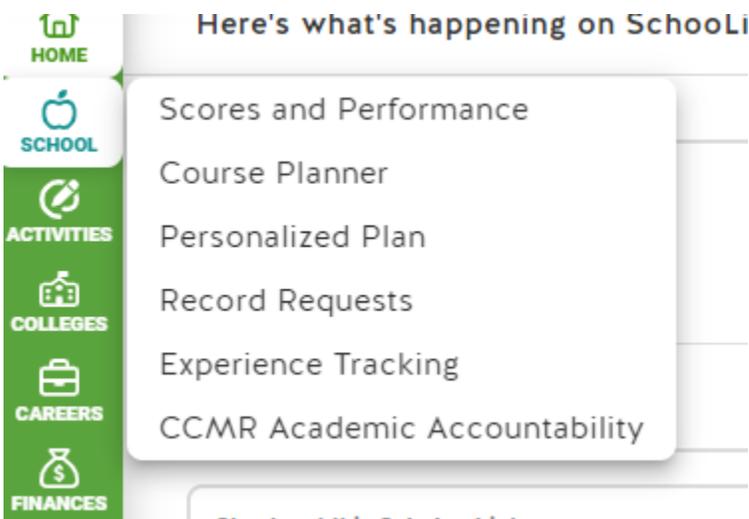Go to go to My Katy Cloud and search for the schoolinks icon



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Click on the school Icon and then records request.



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