



## Transcript Request Instructions for Post High School Applications

**\*\*Students should visit each school's website directly or The Common Application and begin their individual applications prior to requesting transcripts. When creating your college application account, please be sure to use a personal email address. School district email should not be used for college applications.**

1. Complete **Transcript Release Permission Form** (found on the HHS Counseling website under "Forms") prior to submitting the first request for a transcript. **Completion of Steps 1-8 will initiate the Official Transcript Request and the 15 school day processing time for your transcripts.**
2. If you need a counselor letter of recommendation or a secondary school report form completed by your counselor, complete Parent Information Sheet, Student Evaluation, and Resume/Activities Record 2018 in Naviance (Click on **About Me** and then **About Me Home**) prior to requesting a transcript. (***If you have a question about whether or not your college requires a letter of recommendation, check commonapp or the individual college website.***) You must also complete the FERPA Waiver in Common App before a letter of recommendation can be submitted (***see page 2 for important FERPA Waiver information.***)
3. Log in to Naviance. **Email (ID):** first initial, last name, homeroom (ex. jdoe2017w)  
**Password:** student ID number (five digit number assigned by school district)
4. Click on **Colleges**, click on **Colleges I'm Applying to**.
  - a. If you are using the Common App, you must waive your FERPA Rights and then match you common app account to Naviance by clicking on   
**\*You can only match once, so make sure your info is correct prior to matching your accounts.**
  - b. If you are not applying to any Common App schools, click **"I don't need this"** in the bottom right of the dialogue box.
5. Click on this button  to add each college and/or university to which you are applying.
  - a. Type in or select your college or university from the drop down menu.
  - b. Select app type from the drop down menu (*Early Decision, Early Action, Regular Decision, Rolling*)
  - c. Identify how you are submitting your application (*Common App, Direct to Institution, etc.*)  
**\*\*Be sure to check the box if you've already submitted your application.**
6. You must send your official admission testing scores to each college you are applying to via [www.collegeboard.org](http://www.collegeboard.org) (SAT) or [www.actstudent.org](http://www.actstudent.org) (ACT) ***You should allow 3 weeks for these to be sent from CollegeBoard and/or ACT to your school.***
7. Click on the **Colleges** link, then click on **Colleges Home**. Scroll down to the box labeled Apply to Colleges and click on **Letters of Recommendation**, click on **Add request**. Select a teacher, the college(s) you would like them to send a letter to, and include a note in the box provided if needed. Click **Save** at the bottom of the screen. **Each time you add a school that requires a teacher rec, you must go back in and repeat this process.**  
**\*\*It is recommended that you choose ONE teacher to write you a letter of recommendation unless your school requires two. You must see a teacher in person and make a verbal request for a letter of recommendation BEFORE you add a request in Naviance!!**
8. Click on **Home** at the top of the page. Then scroll down to the section labeled "From My School" under **Pages**, click on **Transcript Request**, and right click on the Transcript Request link. Select **Open in New Window**. Complete the Transcript Request. (Opening the link in a new window will allow you to refer back to Naviance to view the schools and methods of transcript delivery for each school.) **You must complete this form one time for each transcript that you are requesting.**

**Transcript Requests (Regular Mail or Electronic) must be submitted to the Counseling Office at least 15 school days prior to the post high school's deadline.**

# FERPA Waiver Information

The FERPA Waiver must be completed if you are applying to any colleges using The Common Application. **Once it is completed, you will not be able to change it.** Below is the statement in Common App regarding waiving your rights to view your letter of recommendation.

- *Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.*
- *To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.*

**\*\*Counselors and teachers cannot submit your supporting documents via Common App until the FERPA Waiver is signed and you have matched your account.**

## Methods of Transcript Delivery Instructions

### Regular Mail Transcripts

*Schools that do not accept electronic transcripts and Scholarship Applications*

Complete a Transcript Request Envelope for each school you are applying to that does not accept electronic transcripts.

1. Pick up a **Transcript Request Envelope** from the Counseling Office.
2. Complete the **Transcript Request Form**
3. Complete the **Parent Notification Card** (white card) – both sides – including home address and **1 stamp**
4. Complete the **School Notification Card** (green card) – fill in your name and Post Secondary School name and **1 stamp**
5. Address the **Transcript Request Envelope** to the Post Secondary School and **2 stamps**.
6. Submit the **Transcript Request Envelope** to Mrs. Novino in the Counseling Office. (Inside should be the **Parent Notification Card, School Notification Card, and a School Report Form/Counselor Information Form if applicable**). The Transcript Request Form should remain attached to the envelope.

### Electronic Transcripts

*Common App, Penn State, NCAA, and other schools that accept electronic transcripts*

**If you followed steps 1-8, you have completed everything required to send your transcripts electronically.**



**Common App School**  
Your transcript and all supporting documents **Must** be sent via Naviance



**Common App School**  
You did not apply using Common App. Your transcript and all supporting materials can still be sent via Naviance.



**Electronic school**  
All of your supporting documents can be sent via Naviance



**Coalition App**  
All of your supporting documents can be sent via Naviance