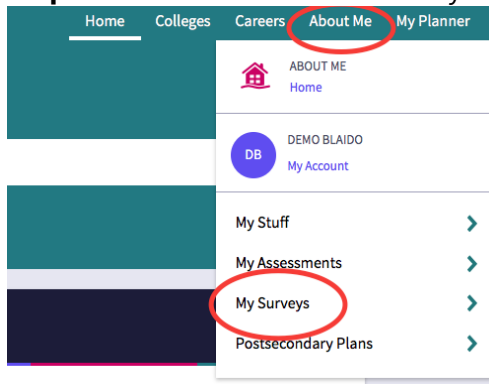


Steps To Request Your Final Transcript – Class of 2020

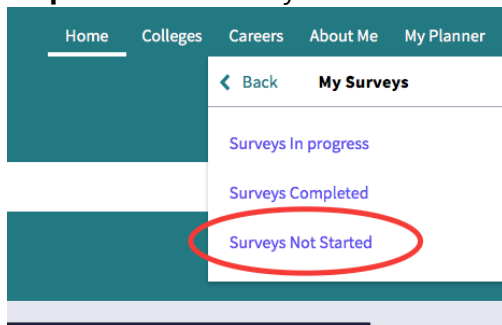
Once you have completed your Graduation Survey with your final destination school, you are all set!

Step 1: Log into Naviance Student

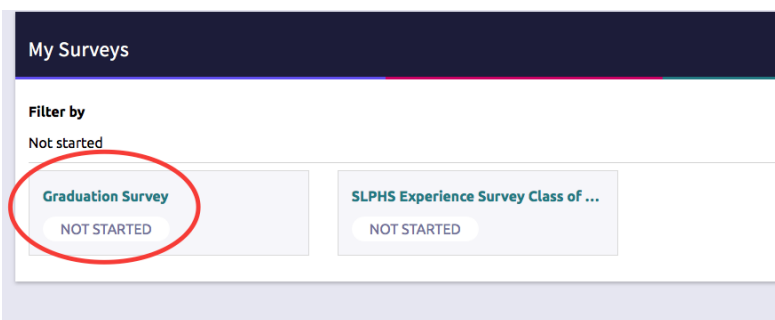
Step 2: Click ‘About Me’ and then ‘My Surveys’



Step 3: Click on ‘Surveys Not Started’



Step 4: Complete the ‘Graduation Survey’



Remember, your final transcript cannot be sent until trimester 3 grades are posted. This typically takes a couple weeks from the end of the school year. You can submit your senior survey through June 30 and use this as your way to request your final transcript until this time.

Steps To Request Your Final Transcript After June 25 – Class of 2020

After this date, students are considered official alumni of SLPHS. Please follow the steps below:

Step 1: Create your Parchment account

Step 2: Visit the link here for full instructions on how to order your transcript:

<https://www.springlakeparkschools.org/high-school/student-life/student-support-services/transcript-request>

How to order a transcript through Parchment

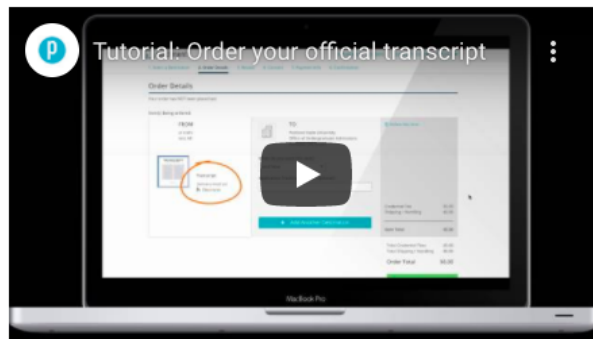
CLICK HERE TO SETUP A PROFILE THROUGH PARCHMENT, A TRANSCRIPT SERVICE ⇨

Tutorial: Order your official transcript

Watch the video below to learn how to order your official transcript or follow these instructions:

1. Click on the blue button labeled “Order”
2. Search for Academic Organization, Admissions Office, Business, or Other Organization
 - o Select the Academic Organization, Admissions Office, Business, or Other Organization by clicking “Add”
3. Review your order details then click “Save and Continue”
4. Click “Continue” to go to the next screen
5. Sign the consent using your finger or a computer mouse
6. Type in your Parent/Guardian’s name
7. Click “Save and Continue” to go to the confirmation screen
8. Click “I’m done” to return to your main profile

Please allow 10 business days for requests to be filled.



If you have questions, please call or email one of the following staff members:

Michelle Johnson
Administrative Assistant
763.600.5102
mjohn2@district16.org

Angela Nelson (Español)
Student Services Office Assistant
763.600.5130
anelso@district16.org