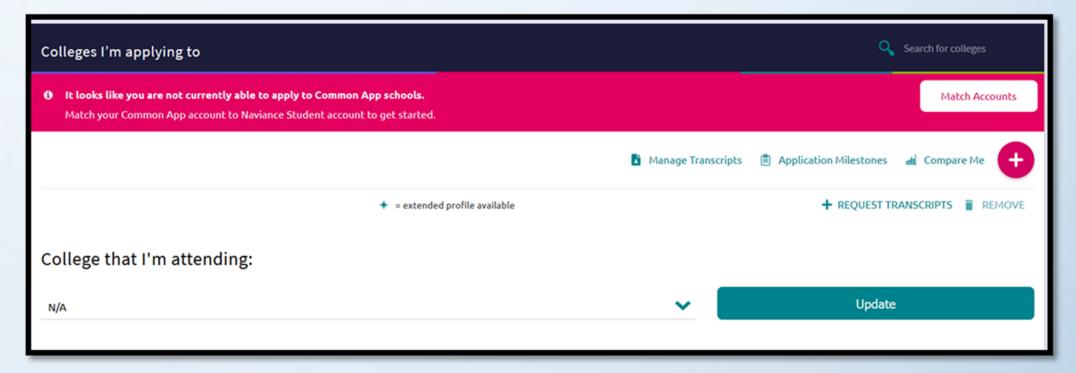


# REQUESTING YOUR TRANSCRIPT IN NAVIANCE

#### Directions:

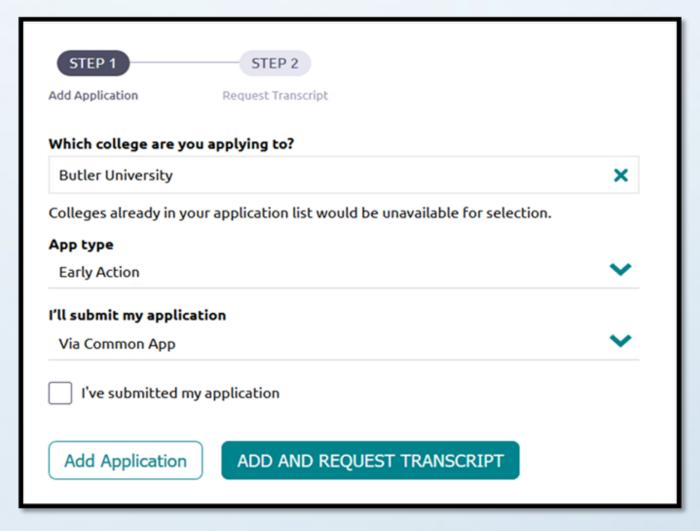
- Log into your Naviance account
  - Username: Student ID #
  - Password: 8-digit birthdate (mmddyyyy)
- Select the Colleges Tab
- Select Colleges I'm Applying To

### Your screen will now look like this:



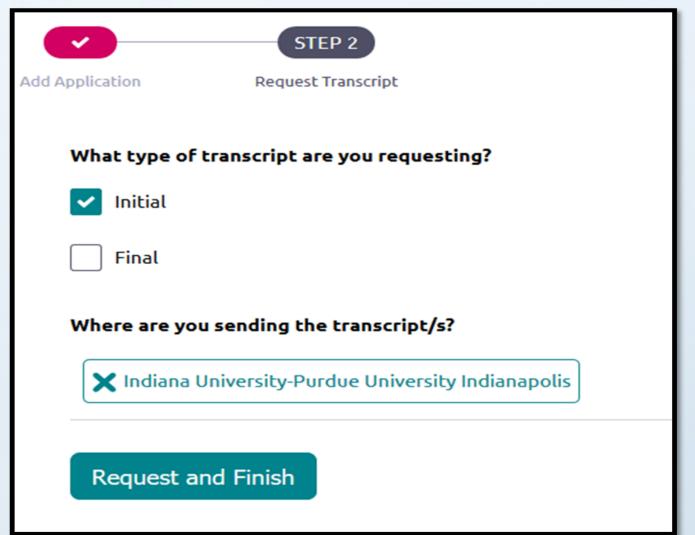


# You will now see this on your screen:



 Fill out the following information, then select ADD AND REQUEST TRANSCRIPT to get to the next screen.

# You will now see this on your screen:



 Select REQUEST AND
 FINISH to complete the
 transcript request process.

- Don't forget to then go to the ALC Guidance Office to turn in your Blue College Application Checklist.
- Transcript requests are NOT completed until the ALC Guidance Office receives your Blue College Checklist.

rms thetrust n	nust be completed for <u>each</u> college application and submitted to the ALC Guidance Office.  Additional instructions to help you complete this form are on the back.
Student Name: _	Date:
College/University	r
	ply to this college/university via the <i>Common Application</i> website?YesNo If "Yes", please provide your <i>Common Application</i> :
	Username Password
•	Did you complete the required FERPA Release Authorization via Common App?YesNo
•	Did you complete the Common App Account Matching box via Naviance?YesNo
2. On what d	ate did you request your <b>official transcript</b> to be sent via <i>Naviance</i> ?/
	T/ACT test scores required to be sent directly from College Board/ACT?YesNo If "Yes", have you requested official SAT/ACT scores from the testing agency?YesNo
(Butler, IUB, agency.)	IUPUI, Purdue University and NCAA/NAIA require SAT/ACT test scores to be sent directly from the testing
	allify for an <b>Application Fee Waiver</b> ?
	college/university require teacher letters of recommendation?YesNo  If "Yes", have you spoken to these teachers and requested their recommendations via <i>Novionce</i> ?
	YesNo
•	Please provide the name of these teachers:
	Do you want the guidance office to process this application checklist immediately or wait to send
	your records until the teacher recommendation has been received by our office?
	Process Immediately Wait for Teacher Recommendation

