



# 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:

Colleges I'm applying to 🔍 Search for colleges

**ⓘ** It looks like you are not currently able to apply to Common App schools.  
Match your Common App account to Naviance Student account to get started. Match Accounts

[📄 Manage Transcripts](#) [📅 Application Milestones](#) [📊 Compare Me](#) +

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+ = extended profile available + REQUEST TRANSCRIPTS 🗑 REMOVE

College that I'm attending:

N/A▼Update

SELECT:



# You will now see this on your screen:

**STEP 1** ————— **STEP 2**

Add Application      Request Transcript

**Which college are you applying to?**

Butler University ✕

Colleges already in your application list would be unavailable for selection.

**App type**

Early Action ✓

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**I'll submit my application**

Via Common App ✓

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I've submitted my application

[Add Application](#)      [ADD AND REQUEST TRANSCRIPT](#)

- 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:

✓ — STEP 2

Add Application Request Transcript

**What type of transcript are you requesting?**

Initial

Final

**Where are you sending the transcript/s?**

✕ Indiana University-Purdue University Indianapolis

Request and Finish

- 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.



**AHS College Application Checklist**

*This checklist must be completed for each 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: \_\_\_\_\_

- Did you apply to this college/university via the **Common Application** website? \_\_\_\_ Yes \_\_\_\_ No
  - If "Yes", please provide your Common Application:
    - Username \_\_\_\_\_ Password \_\_\_\_\_
    - Did you complete the required FERPA Release Authorization via Common App? \_\_\_\_ Yes \_\_\_\_ No
    - Did you complete the Common App Account Matching box via Naviance? \_\_\_\_ Yes \_\_\_\_ No
- On what date did you request your **official transcript** to be sent via Naviance? \_\_\_\_/\_\_\_\_/\_\_\_\_
  - If "Yes", have you requested official SAT/ACT scores from the testing agency? \_\_\_\_ Yes \_\_\_\_ No  
(Butler, IUB, IUPUI, Purdue University and NCAA/NAIA require SAT/ACT test scores to be sent directly from the testing agency.)
- Do you qualify for an **Application Fee Waiver**? \_\_\_\_ Yes \_\_\_\_ No  
(Students who receive lunch/textbook assistance or are a 21<sup>st</sup> Century Scholar may qualify for a fee waiver.)
- Does this college/university require **teacher letters of recommendation**? \_\_\_\_ Yes \_\_\_\_ No
  - If "Yes", have you spoken to these teachers and requested their recommendations via Naviance? \_\_\_\_ Yes \_\_\_\_ No
  - 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


Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*By signing this form, the student gives the guidance office permission to release a transcript of grades, class rank, GPA and test scores to the college/university indicated. The student understands that his/her transcripts will include all standardized test scores and semester grades.

**Logging-in to Naviance**

- Go to <https://student.naviance.com/avonhs>
- Username = Student ID Number
- Password = 8-digit birthday (mmd/yyyy)

**Requesting a Transcript**

- Log-in to Naviance
  - Select the "Colleges" tab ==> "Colleges I'm Applying To" ==> 
  - Complete Step 1 (Add Application) then select ADD AND REQUEST TRANSCRIPT
  - Complete Step 2 (Request Transcript), then select "Request and Finish"

**Requesting a Teacher Recommendation**

- Log-in to Naviance
  - Select the "Colleges" tab ==> "Letters of Recommendation" ==> "Add Request"
    - Select teacher from drop-down box
    - Select which college(s) this request is for
    - Include a personal note to remind your recommender of any specific details, including due date
  - Select "Submit Request"

**Common Application Account Matching via Naviance**

- In order for counselors to complete the Common Application School Report, you must match your Common App account to your Naviance account:
  - From the "Colleges" tab on your Naviance homepage, select "Colleges I'm Applying To"
  - In the pink box, you will select "Match Accounts"
  - Provide your Common App email address and date of birth where indicated and select the "Match Accounts" button

**Common Application FERPA Release Authorization**

- If using the Common App, you must complete the FERPA Release Authorization question found within the "Assign Recommenders" tab of the Common Application.
  - The "Release Authorization" link must be checked with your FERPA decision
  - Students must have at least one college/university added to their account in order to see the "Assign Recommenders" tab.