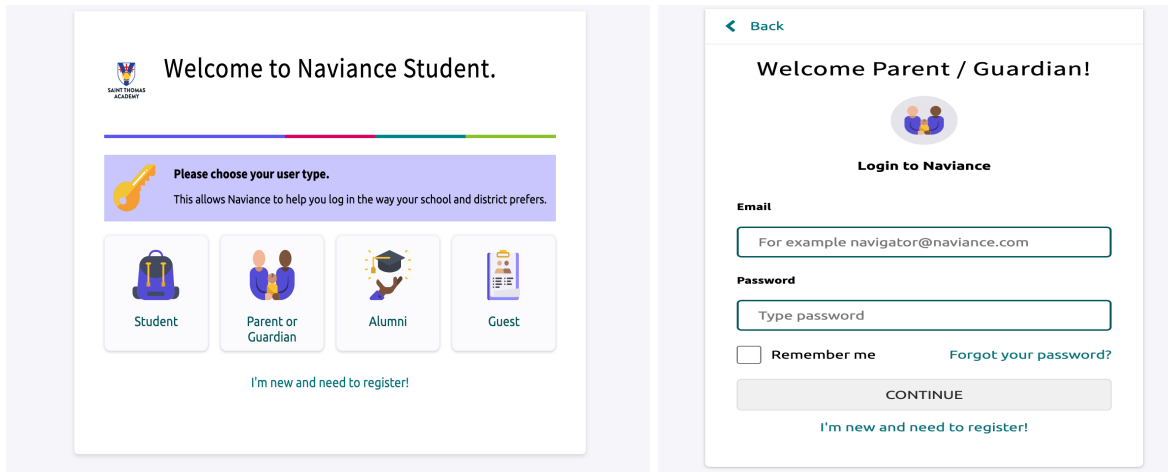
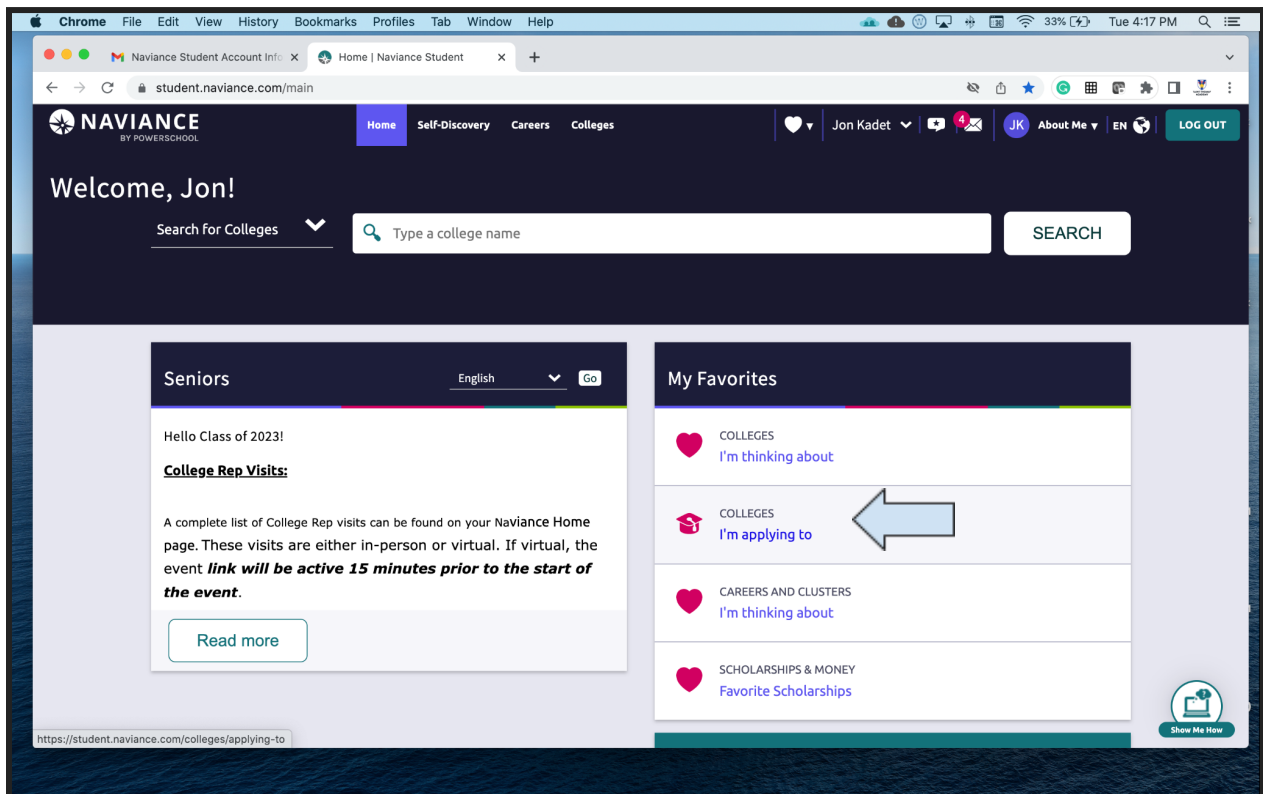




1. Log into your Naviance Account Login page. This can be accessed through your email or at our site by choosing Saint Thomas Academy. It will also say “Welcome Student”, even if you are a parent. If you need assistance accessing your account, reach out to your college counselors and we help you find a solution. Transcripts can only be requested through the students login.

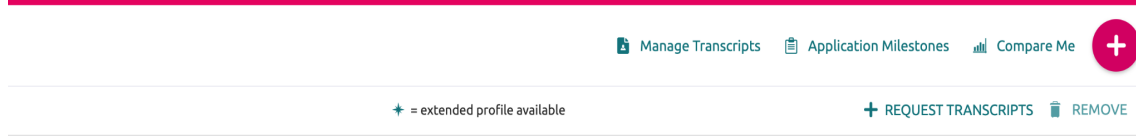


2. After logging into Naviance, click on “College I am applying to.”





3. Once you click on the “Colleges I am applying to”, you need to make sure that you have selected the colleges in Naviance as well.
 - a. To add colleges to your Naviance List, click on the (+) button.



- b. Once you have clicked on the (+), the screen below will appear with the name of your college. Select the college from the dropdown and then choose the application type, and how you are applying to the school.

4. Indicating how you choose to submit your application: Common Application or Directly to Institutions (via their website or in another form) is critically important to ensure all of your materials are loaded correctly to your application.
5. At this point you have two options, adding the school to your “Colleges I am applying to” list or if you have already submitted your application, click on the check box “I’ve submitted my application”. We usually do not submit transcripts or letters of recommendation until a student has submitted their application.
6. If you are ready to have your transcripts sent to colleges, then select ADD AND REQUEST TRANSCRIPTS and we will make sure your materials arrive in a timely manner.



7. Once you have added your colleges and are ready to request a transcript, you can click on (+) REQUEST TRANSCRIPTS.

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 +

+ = extended profile available ➔ + REQUEST TRANSCRIPTS REMOVE

College	App Type i	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type i	Application
+ Gonzaga University	Regular Decision - Fall 2023	Dec 1	N/A	requested	Pending		Unknown ✓ EDIT MORE ⋮
+ Providence College	Early Decision - Fall (September 2023)	Nov 1	N/A	no request	Pending		Unknown ✓ EDIT MORE ⋮

8. Selected the “Initial Box to have you junior year grades and senior year coursework transcript sent to colleges and universities.
9. You can add additional colleges by selecting the down arrow. For example, I added Providence College and Saint Louis University to Jon’s list. Then click on “Request and Finish”.

i Use this form to request transcripts for your college applications. You can request additional transcripts, such as mid-year transcripts, for your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can

What type of transcript are you requesting?

Initial

Mid year

Final

Where are you sending the transcript/s?

Providence College Saint Louis University ▼

Request and Finish



10. Students can also track their requests by clicking on “Manage Transcripts. You can see when you submitted your request, when the transcripts are due, and what their current status is with the College Counseling Office.

The screenshot shows a web browser window with the URL student.naviance.com/colleges/transcripts. The page title is "Transcript Requests" and it includes a sub-header: "Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time." A red plus icon is visible in the top right corner of the page content.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
35688203	Gonzaga University	College App	08/25/22	12/01/22	Pending	-	-	
35761437	Providence College	College App	09/06/22	11/01/22	Pending	-	-	
35761436	Saint Louis University	College App	09/06/22	11/01/22	Pending	-	-	
35688204	Texas Christian University	College App	08/25/22	11/01/22	Pending	-	-	
35761099	Tulane University Of Louisiana	College App	09/06/22	11/01/22	Pending	-	-	

Please let us know if you have any questions.

Norma Gutierrez (ngutierrez@cadets.com)

Casey Erickson (cerickson@cadets.com)

James Lundberg (jlundberg@cadets.com)