



Requesting College Transcripts and Letters of Recommendation

Seniors must request all transcripts through their personal Naviance account. This is the only way we can send official transcripts to your college of choice. Transcript requests should be made at least 1 week in advance of any deadline. Letters of recommendation requests should be made 2 weeks in advance of any deadline. It is highly recommended to ask for a recommendation letter in person or via email before you request the letter in Naviance.

Logging In to Your Naviance Account:

1. Go to <https://student.naviance.com/catawbarhs>
2. Choose log in as student then **Continue with Clever**
3. Use your **FMSD Student Google email and password** to login

★ **Students using the Common App will need to link their account to Naviance so transcripts and recommendations can be uploaded.**

Common Application Matching:

1. If you are applying to several colleges that use the Common App go to www.commonapp.org
2. Once you have created the Common App account, add your colleges to the list and then sign the FERPA waiver under the "My Colleges" tab
3. Login to Naviance
4. Click "Colleges I'm Applying To"
5. Select "Match Accounts" on the right side of the pink banner and enter the email address you use for your Common App account.

Requesting Transcripts via Naviance:

1. On your main Naviance page go to "Colleges I'm Applying to" (on the lower right-hand side)
2. If you have NOT added the college(s) to your list:
 - Click the big pink + sign
 - Type in the full college name (no abbreviations)
 - Select the application type
 - Select how you will send the application – directly to the institution or Common App
 - Click add and request transcript and select **initial**
3. If you have previously added the college to your list:
 - Click on Request Transcripts
 - Select the type of transcript (**Initial** would be the 1st time, **Midyear** would be after 2nd semester has started, **Final** would be the college you decide to enroll in June)
 - Make sure your school(s) is/are listed correctly and Submit

Requesting Letters of Recommendations:

If you need teacher recommendations for your college applications, complete the following steps. Keep in mind, not all schools require students to submit recommendations for admissions applications. Visit each college's website to determine the need for a teacher recommendation.

1. From the homepage of Naviance, click on the "Colleges/Colleges Home" tab at the top right
2. Scroll down to the "Apply to Colleges" section
3. Select "Letters of Recommendation"
4. Select "add request"
5. Select the teacher, college(s) to send it to, and leave a short note for the teacher.

****Please speak to your teacher(s) in advance of requesting the recommendation on Naviance to ensure they are willing to complete the recommendation****

Scholarships:

- Go to the "Colleges" tab, Scroll to the "Scholarships & Money" box
- Click on "National Scholarship Search" for a database of scholarships offered across the country.
- Visit our guidance website to access our College Cash for Copperheads Blog
<https://www.fortmillschools.org/Page/631>

Important:

- Naviance will not allow you to send test scores to your colleges. You must send test scores directly from the testing agency - ACT or College Board for SAT.
- If your college requires Mid-Year transcripts you will be able to request those in January after first semester is complete.
- Scholarships, NCAA, or general athletics transcripts can be requested through your counselor. Do not request these through Naviance. Please email your counselor or stop by the counseling office to request a transcript.

Counselor Caseloads:

Kristie Hill	A – E	hillk@fortmillschools.org
Andrew Griggs	F – L	griggsa@fortmillschools.org
Celestine Peters	M – R	petersc@fortmillschools.org
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