



How to Request a Transcript

These Instructions are Intended for Current Seniors ONLY

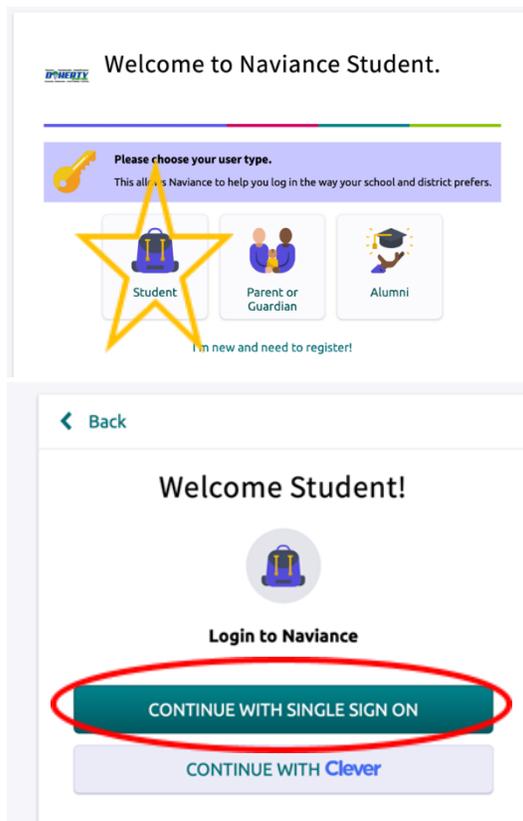


Step 1: Log-in to **Naviance** to Naviance via the link for your direct school <https://student.naviance.com/earlycollhighs>

Step 2: Select “Student” user type

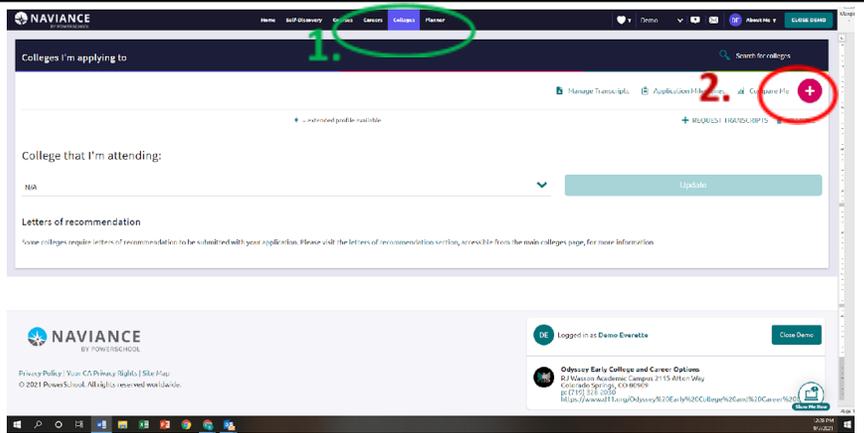
Step 3: Select “Continue with Single Sign On” – this will automatically take students to their Naviance profile!

*NOTE: Before you request your transcripts to be sent to any schools, you need to submit your college application to the schools you are applying to FIRST, and be sure to request your transcript in Naviance NO LATER THAN 3 WEEKS PRIOR TO THE APPLICATION DEADLINE. [Video Link](#)



Step 4: Add Colleges you are applying to.

1. Click “Colleges” and then select “Colleges I’m Applying to”.
2. Click the pink plus sign to add colleges Located in the upper right corner of the **Colleges I’m applying to** page.



Step 5: Answer the questions on this screen for each school you are requesting a Transcript to be sent.

1. Select the deadline.
2. Select how you submitted your application. ****See below for Common App information.**
3. Put a **check mark** next to **I've already sent my application.**

REMEMBER: If you have not submitted your application yet, do not request a transcript.

4. Click on **Add and Request Transcripts.**

STEP 1 — STEP 2
Add Applications Request Transcripts

Pikes Peak Community College

1. Which application deadline do you prefer?

Rolling

2. How will you submit your application?

Direct to the institution

3. I've already sent my application

Add Applications

ADD AND REQUEST TRANSCRIPTS

Step 6: You will be taken to the next screen to complete **Step 2.**

1. Select the type of Transcript you are requesting. You will select **Initial** to be sent with your application.

3. Click Request and Finish

STEP 1 — STEP 2
Add Applications Request Transcripts

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

X Pikes Peak Community College

Request and Finish

***Note: For Common App users you will need to identify your Counselor on their site and an email will be sent requesting your transcripts.**