

Naviance Step-by-Step

Seniors must request all transcripts through Naviance. Please note: This is the only way you can request official transcripts! Transcript requests should be made at least 1 week in advance of any deadline. Teacher or counselor recommendation requests should be made 2 weeks in advance of any deadline.

Logging In:

1. Go to <https://student.naviance.com/nfordhs>
2. Select "Student"
3. Select "Continue with Clever"
4. Type in Nation Ford High School
5. Select "Login with Google" and enter your student account

Requesting Transcripts:

1. Go to the Colleges tab (top of page)
2. Go to "Colleges I'm Applying to"
3. Match your Common App account (if you are using one)
4. To add the college(s) to your list:
 - Click the (+) sign
 - Type in the full college name (no abbreviations)
 - Select the application type
 - Select how you will send the application
 - Answer the SAT/ACT question – this does not send your scores
 - Click add and request transcript
5. 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)
 - Do **not** select "Send official SAT or ACT scores".
 - Make sure your school(s) is/are listed correctly and Submit

Common Application Matching:

1. Go to www.commonapp.org
2. Create an account
3. Once you have created the Common App account, login to Naviance.
4. Click "Colleges I'm Applying To"
5. Select "Match Accounts" on the right side of the pink banner

Requesting Letters of Recommendations:

Keep in mind, not all schools require students to submit recommendations for admissions applications.

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

Important Notes

- Do not click send SAT/ACT scores, we DO NOT send test scores. You must request that official scores are sent from the testing service.
- DO NOT REQUEST MID-YEAR TRANSCRIPTS UNTIL JANUARY. We cannot process these until you have completed 1st semester courses and the grades have been stored.
- Please see your counselor to request transcripts for scholarships, athletics, or for NCAA. Do not request these through Naviance. Please email your counselor or stop by to request.

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

Counselor Caseloads

A-B	Ms. Market	MarketA@fortmillschools.org
C-E	Ms. Keller	KellerM@fortmillschools.org
F-J	Ms. Preddy	PreddyH@fortmillschools.org
K-M	Mrs. Duncan	DuncanA@fortmillschools.org
N-Sh	Ms. Dunlop	DunlopS@fortmillschools.org
Si-Z	Dr. McNeal	McNealT@fortmillschools.org