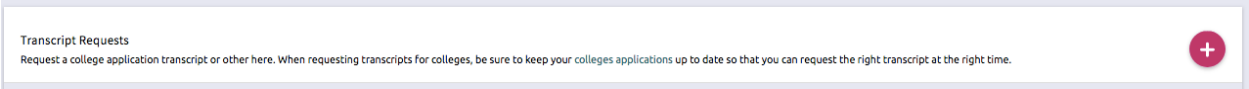
Requesting Transcripts

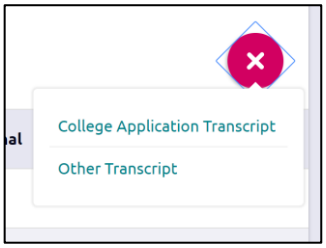
Other Transcripts

Students can use Naviance to request transcripts for personal use, such as job applications, summer programs, and scholarships.

1. From the Colleges section in Naviance Student, click **Manage Transcripts**.
2. Here students can see all the institutions to which a transcript request has been associated.



3. Use the **Add** (+) button to request an "**Other Transcript**."



4. Use the checkboxes and drop-downs to answer the transcript-related questions.
5. Click **Request and Finish**.

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