



Instructions for Transcript Requests and Letters of Recommendation

Important: In order to send any transcripts and/or letters of recommendation, a *digital Release of Information* must be completed by you and your parent/guardian. You only need to complete the Release of Information ONE time. The Release of Information can be accessed here, [Release Form](#), or through the link on the Counseling home page.

You will use your Naviance account for all Transcript and Letters of Recommendation requests. We no longer use paper request forms. Log into your Naviance account using Clever. You can access this through the Student Login page on Chargerpride.com. Use your Jeffco school login and password.

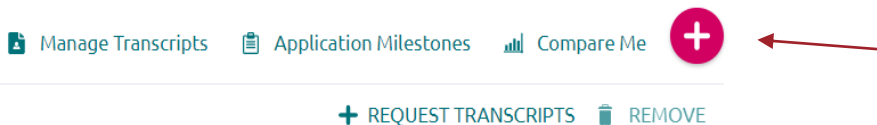
****Note: If you need letters of recommendation for your applications, those requests must be completed BEFORE you request a transcript. Letters of recommendation and transcripts are sent together as a bundle to your prospective school. Letters of recommendation must be loaded into Naviance by your recommender. Clearly communicate with your recommender by what date you'll need your letter loaded into Naviance.****

How to request a transcript in Naviance:

You can request your transcript two different ways in Naviance. **Option 1** explains how to request a transcript *as you enter the schools into Naviance* that you've applied to, and **Option 2** explains how to add schools to your Colleges I'm Applying to list first and *then request transcripts at another time*.

Option 1: Requesting transcripts as you enter the schools into Naviance.

- From your Home page in Naviance, start by clicking on Colleges I'm Applying To.
- Click the red plus button and add the school to your list.



- Select the school from the drop down menu, then select Add and Request Transcript.

d) Complete the three sections, then select Request and Finish.

STEP 2

Add Application Request Transcript

What type of transcript are you requesting?

Initial

Mid year

Final

What additional materials, if any, do you want included?

Unofficial SAT Scores

Unofficial ACT Scores


Where are you sending the transcript/s?

No Preference

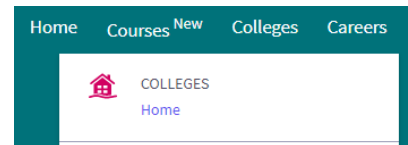
Request and Finish

You can repeat this process for each school that you've applied to.

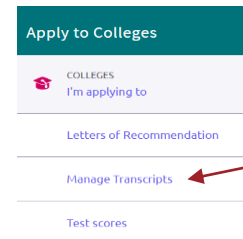
Option 2: Requesting transcripts for schools already in your Colleges I'm Applying to list.

You can add schools to your Colleges I'm Applying to list (without requesting transcripts) at any time to help you keep your college applications organized. This can be done by going to the Colleges I'm Applying to page and clicking the red plus button.  When you're ready to request a transcript to be sent, follow these instructions.

a) Select the College tab, then Colleges Home.



b) Scroll down to the Manage Transcripts link.



c) Select which schools you'd like to have a transcript sent to and submit the request

All transcript requests will be sent electronically to our post-grad coordinator. Be mindful of your applications deadlines, as it **may take up to two weeks for transcripts to be processed**. If you have questions, please email Ms. Harper at kristen.harper@jeffco.k12.co.us.

How to request a letter of recommendation in Naviance:

First, decide who you would like to write a letter on your behalf. Ask that recommender in person to write you a letter. Additionally, although you've asked the recommender in person, PLEASE put the request into Naviance as well.

To send a request through Naviance:

1. Log into your Naviance account.
2. Select the "Colleges" tab at the top.
3. Select the "COLLEGES Home" page.
4. Scroll down and find the letters of recommendation link on the left side of the page.
5. Click on "Add Request" and find the teacher writing the letter. Answer the questions and then click "Submit Request".

Some teachers may ask for a letter of recommendation information sheet (**Senior Brag Sheet**). These are found in the counseling office. *If we are in a completely remote learning environment, please email your teacher to discuss key talking points to include in your letter of recommendation.

If the person writing your letter of recommendation is someone outside of Chatfield, it is *your* responsibility to arrange to have that letter sent to the schools you are applying to.

Above all, give the person you ask plenty of ADVANCE NOTICE (at least 2 weeks). They can benefit you most if they are not rushed. Please remember to THANK the person writing your letter as well.