

PRHS Class of 2025

How To Request Transcripts/ Letters of Recommendation



PRHS School Counseling Department
2024-2025

How Do I Start?

Demo's Future Planning

College: Bachelor's Degree College: Associate's Degree [Edit Path](#)

Plan Your Future

Quickly access your path highlights, favorite careers, information from your school, and more from this page.

Career Goals

- Marketing Managers
- Secondary School Teachers, Except Special and Career/Technical Education

College Path Highlights

Search for a College

Enter name [Search](#)

Colleges I'm Applying To

Welcome to Naviance

Procedures for College Applications

2024 - 2025

It is encouraged that students **read each application carefully** as required materials vary from college to college. When students apply to a college on-line, they are reminded to get confirmation that the college has received their application. Students need to create a personal email to use for applications and scholarships.

Student Responsibilities:

[Read More](#)
[Additional Information from Your School](#)

Tasks from My School

Task Or To-Do	Priority	Date
<input checked="" type="checkbox"/> Complete Career Key Task	None	
<input checked="" type="checkbox"/> High School Transition Quiz Task	None	

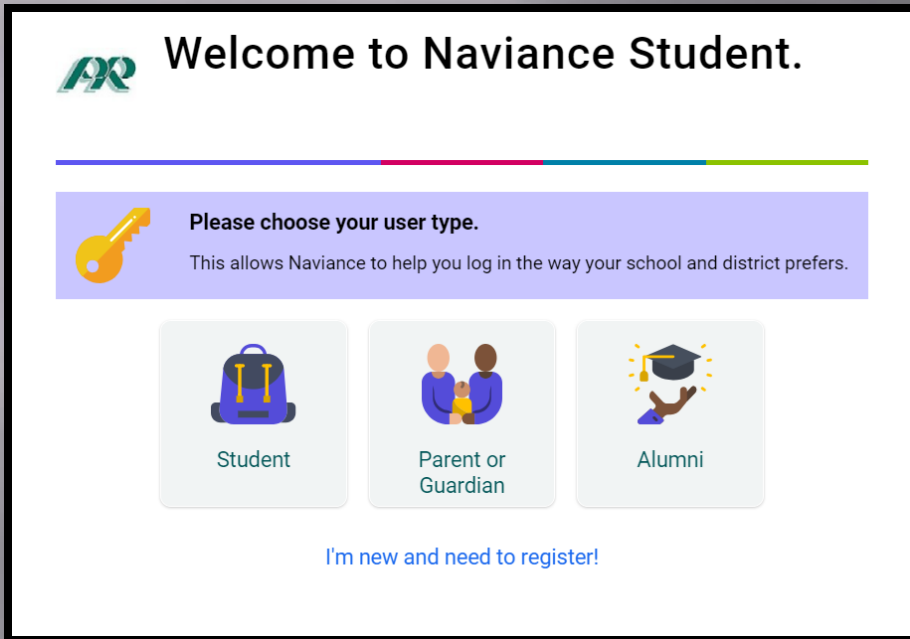
[Go to My Planner](#)

What's New


Nothing new to review this visit. Check back later.


[Naviance Link](#)


Sign In With Clever




PR Welcome to Naviance Student.

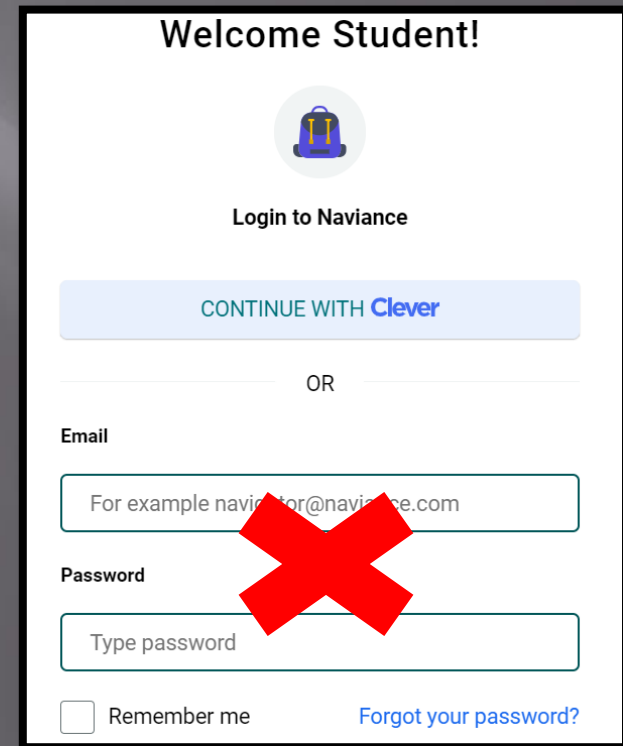
 **Please choose your user type.**
This allows Naviance to help you log in the way your school and district prefers.

 Student


 Parent or Guardian

 Alumni

[I'm new and need to register!](#)



Welcome Student!



Login to Naviance

CONTINUE WITH **Clever**

OR

Email

Password

Remember me [Forgot your password?](#)

Students need to login using Clever. Clever uses your school district email and password.

Colleges You Are Applying To



The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the Naviance logo and links for Home, Self-Discovery, Courses, Careers, **Colleges**, and Planner. On the right side of the navigation bar, there is a heart icon, a dropdown menu set to 'Demo', a mail icon, a user profile icon labeled 'DW', 'EN', a globe icon, and a 'Close Demo' button.

The main content area is divided into several sections:

- College:** This section includes links for College Home, Find Your fit, SuperMatch College Search, College Match, College Events, Scattergrams, Advanced College Search, and College Lookup.
- Research Colleges:** This section includes links for Colleges I'm Thinking About, College Visits, College Compare, College Resources, Acceptance History, Enrichment Programs, and College Maps.
- Apply to College:** This section is highlighted with a red box and includes links for Colleges I'm Applying to, Manage Transcripts, Letters of Recommendation, and Test Scores.
- Scholarships & Money:** This section includes links for College-Specific Scholarships, National Scholarship Search, Scholarship Search, and Favorite Scholarships.

Below the menu, there is a search bar with 'N/A' and an 'Update' button. The page also features a 'Letters of Recommendation' section with a sub-header and a paragraph of text: "Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information".

Matching Your CA

Naviance Home Self-Discovery Courses Careers **Colleges** Planner 12th Grade Close Demo

Colleges I'm Applying To

Search for Colleges

! It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. [Match Accounts](#)


Application Milestones Compare Me +



✦ = extended profile available Remove








College	App Type ⁱ	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type ⁱ	Application
<input type="checkbox"/> ✦ Case Western Reserve University	Early Action - Fall 2023	Nov 1	N/A	No request	Pending	Submitted	EDIT More
<input type="checkbox"/> ✦ Clemson University	Early Action - Summer 2023	Oct 15	N/A	No request	Pending	Submitted	EDIT Show Me How


[Link to Common App Matching Video](#)

Adding Other Colleges

Application Milestones Compare Me 


 = extended profile available  Remove

College	App Type 	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type 	Application
 Case Western Reserve University	Early Action - Fall 2024	Nov 1	N/A	No Request	Pending		Submitted  EDIT More
Duquesne University	Early Action - Fall 2024	Nov 15	N/A	No Request	Pending		Submitted  EDIT More

Click on the plus sign  to add non-Common App colleges to your Naviance account. CA schools will appear automatically after you match your accounts.


Important Information

Which college are you applying to?


Slippery Rock University of Pennsylvania, Slippery Rock, PA 


Colleges already in your application list would be unavailable for selection.


App Type

Rolling - Deadline Sep 15 

I'll submit my application

Direct to the institution 

Are you planning to submit your SAT or ACT scores to be considered during the admission review process? 

Choose an option 


I've submitted my application

[Add Application](#)

Add your college and select which type of application you plan to use.

Required Google Form

PINE-RICHLAND HIGH SCHOOL



SCHOOL COUNSELING DEPARTMENT TRANSCRIPT RELEASE FORM

Student Name _____

Parent/Guardian Name _____

School Counselor: (please circle)

Mrs. Holliday X1657	Mrs. Bowers X1652	Mrs. Filipowski X1653	Mrs. Straub X1655	Mr. McCartan X1674
Students: A through E	Students: E through K	Students: L through Q	Students: R through Z	Transition Counselor

Student

I have reviewed a copy of my unofficial transcript and there are no errors.

Prospective Athletes: I have reviewed the NCAA Division 1 and 2 academic requirements and how they relate to my transcript and potential eligibility.

I waive my rights to review all recommendations and supporting documents submitted by me or on my behalf.

Student Signature: _____ Date: _____

Parent/Guardian

I give my permission for my child's official transcript to be sent to all post-secondary institutions, scholarship entities, athletic divisions to which they apply using the Naviance Electronic Document System or through another method of transmission as indicated by the student. (i.e. email or in a sealed envelope).

Parent/Guardian Signature: _____ Date: _____



Complete
one time!

Parental Permission Form is
in Sapphire Community Portal.
You can also find a copy of your
unofficial transcript.

Transcript Request Google Form

Transcript Request Form 2024-2025

B *I* U ↺ ✕

Each student's education information is protected by the Federal Educational Rights and Privacy Act (FERPA). This Transcript Request Form serves as the legal release for Pine-Richland High School to submit educational information on your behalf. We require that students submit their application to each specific institution and enter that information into their Naviance account before submitting a request. Students must also have a parent complete the Parental Transcript Release Form found on the parent portal of Sapphire. (Only needs submitted once per year.)

A minimum of ten business days is required to guarantee completion of this process. **ONE SUBMISSION FOR EACH COLLEGE/SCHOLARSHIP ONLY!!**

This form is automatically collecting emails from all respondents. [Change settings](#)

PRHS Student ID Number *

One college per form!
[Form Link](#)

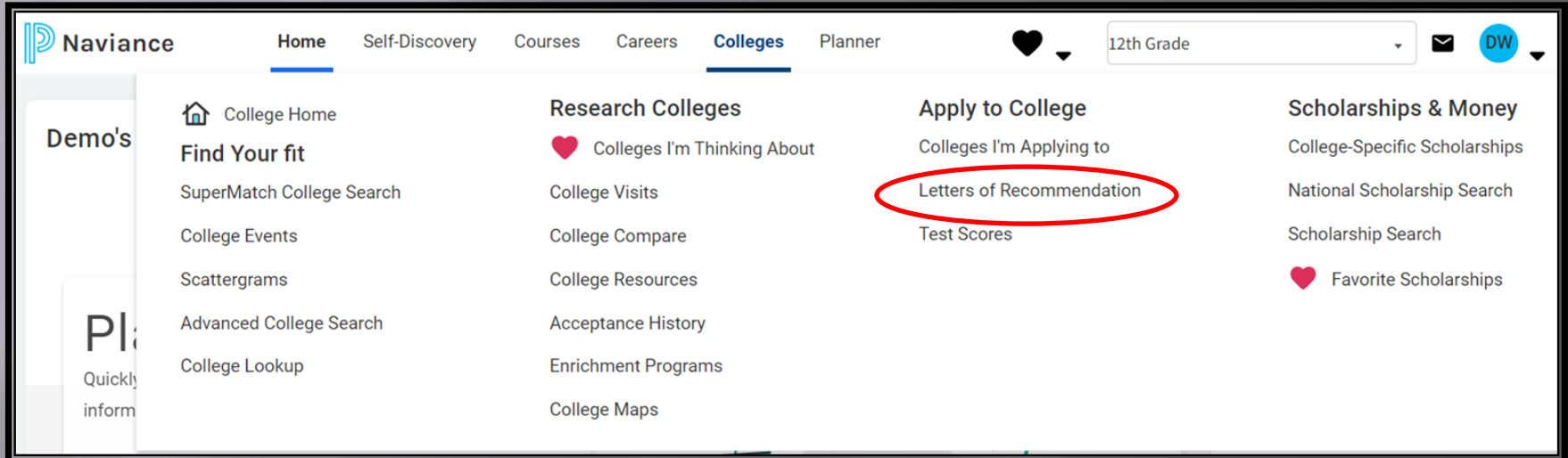
**NOT REPORTED
ON TRANSCRIPT:**
Rank
SAT, ACT, AP
Scores

Counselor/Teacher Letters of Recommendation

Counselor/Teacher Letters of Recommendation

- ▣ Research admission requirements
- ▣ Ask your teacher and/or counselor in person when school reopens this fall
- ▣ Counselor letters will be sent with transcript
- ▣ *DO NOT* request a teacher letter of recommendation through the Common App- PRHS is a **Naviance** school
- ▣ Follow directions! Review [video](#)

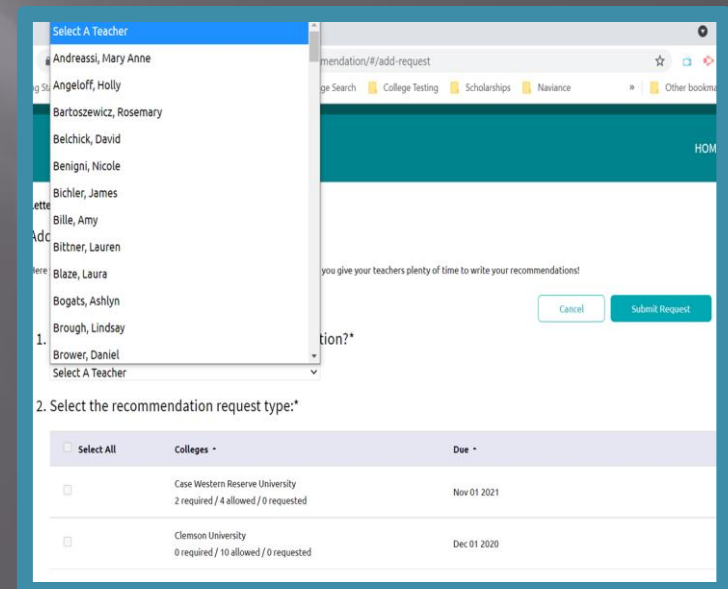
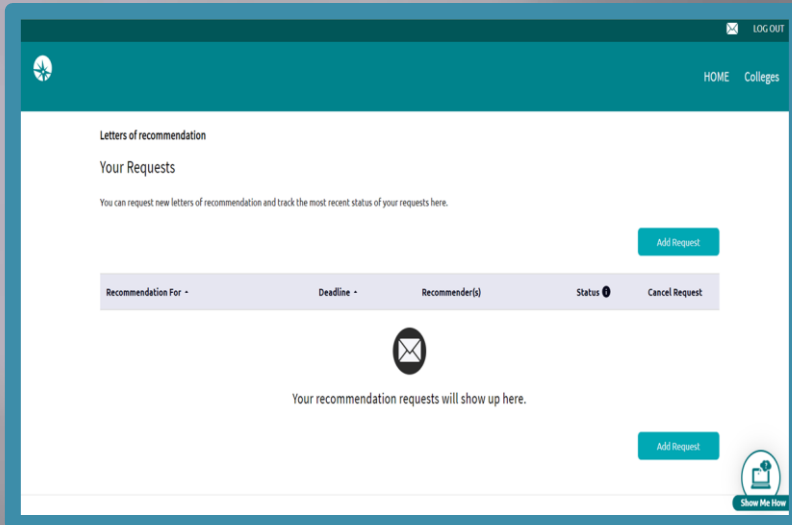
Teacher Letters of Recommendation



Steps to Requesting Letters of Recommendation

1. Ask your teacher in person.
2. Supply necessary information: Student Brag Sheet, resume, deadline dates.
3. Our office recommends you **waive** your FERPA rights. (CA)
4. Add colleges in Naviance and/or match your account with the Common App.
5. Submit teacher request in Naviance. Teacher portal opens in August.
6. Follow up! Check the status in Naviance and with your teacher.

Teacher Letters of Recommendation



Counselor/Teacher Letters of Recommendation

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the following items: Naviance logo, Home (underlined), Self-Discovery, Courses, Careers, Colleges, Planner, a heart icon, a dropdown menu showing '12th Grade', an envelope icon, and a circular profile icon with the initials 'DW' circled in red. Below the navigation bar, the main content area is divided into sections. On the left, there is a 'Demo's Future Planning' section with a 'Plan Your Future' card. In the center, there is a 'About Me Home' section with 'Account' and 'My Account' links. On the right, there is a 'Documents and Notes' section with a list of items: Document Resources, Resume, Goals, Portfolio, Journal, Test Scores, and Documents Shared with Me. Below this is a 'Surveys' section with 'Surveys from Your School' and 'Game Plan Survey'. Two large yellow arrows point from the right towards the 'Resume' and 'Surveys' sections.

**Resume/Student
Brag Sheet in
Naviance. Click on
your initials.**

Follow These Steps

- ✓ Finalize your college list – Apply!
- ✓ Log into [Naviance](#)
- ✓ Search for colleges.
- ✓ Add colleges and type of application.
- ✓ If using the [Common Application](#), match your accounts. Colleges will automatically appear in Naviance. Common App goes live August 1.
- ✓ Complete and submit to the counseling office your [Transcript Request](#) & Parental Permission forms. Remember: 10 business days to process.
- ✓ Follow directions for letters of recommendation. Colleges decide how many they will accept!

Questions?

Please stop and see us in the School Counseling Office.
We have helped many students navigate the college admission process.

