

HOW TO REQUEST YOUR RHS TRANSCRIPT

**Your transcript is a legal document and must be treated as such.
We will not send your transcript unless you request it.**

Any transcript that is given to you is considered unofficial unless it is sealed.
Transcripts that come from the Registrar are considered official.

You will request your transcripts through Naviance. Transcripts are free for current seniors.

TRANSCRIPT TERMS

OFFICIAL: Sent from the Registrar directly to the college, scholarship organization, etc. or given to you and kept in an unopened, sealed envelope.

UNOFFICIAL: You have physically touched it or have it on your computer, email, etc.

INITIAL TRANSCRIPT: Sent with your college application (ends with junior year, 6 semesters).

MID-YEAR: Includes senior year, 1st semester grades. Available in January or February.

FINAL: Has all 8 semesters and shows your graduation date. Sent only to the college that you are going to attend. Available and sent out after you graduate.

1. Before we can send records, you must submit the **Records Release Form**. This form gives consent for RHS to send your official records to the places that you request. **Over 18?** You can fill the form out yourself.

[ENGLISH](#)

[SPANISH](#)

[MARSHALLESE](#)

2. Order your transcripts early. **The office is closed on weekends and holidays.** If you procrastinate and order your records close to your deadline, they may not be sent or received on time.
3. Follow this [Quick Guide](#) for requesting transcripts through Naviance. All transcripts must be requested in Naviance, even if you apply using the Common App (see below).
Login is: **Username:** HAC login / **Password:** HAC password
4. **AA, ECE, & SCC STUDENTS:** You will also need to send your [NWACC transcript](#) or [NWTI transcript](#) to your college.

REMINDER: You are responsible for sending your ACT scores, AP scores and other relevant documents to your college or scholarship.

RHS REGISTRAR: Wendy Atkinson: wendy.atkinson@rpsar.net

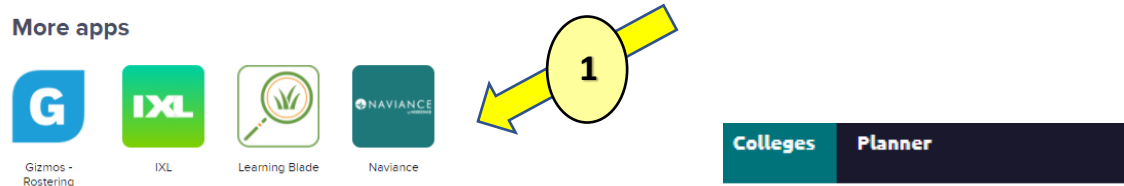
COMMON APP TRANSCRIPT INFORMATION

- Complete your [Common App](#) application.
- Add your recommenders as required by your college.
- You still follow instructions to request transcript in Naviance.
- Select "Direct to Institution" **NOT Common App** in Naviance.

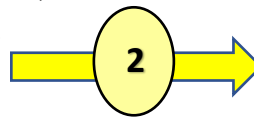
QUICK GUIDE FOR REQUESTING YOUR TRANSCRIPT

Be sure that you have submitted your [Records Release form](#) so that we can send your records.

1) Log in through [Google](#), then select the Naviance app. To log in: hac log in / HAC password.

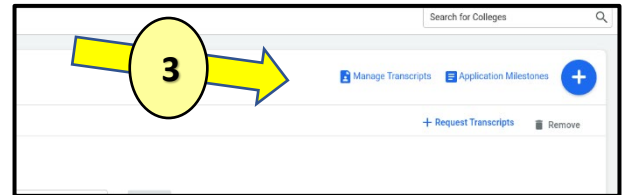


2) From the top menu, click on "Colleges", then select "Colleges I'm Applying To".



Apply to College
Colleges I'm Applying to
Manage Transcripts

3) Click the blue "+" on the right side of your screen.



4) Answer these questions.

5) Next, select "Add & Request Transcript".

STEP 1 Add Application | STEP 2 Request Transcript

Which college are you applying to?

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

App type
Regular Decision

I'll submit my application

Add Application | **ADD AND REQUEST TRANSCRIPT**

6) Answer the next set of questions. Be sure to select "Direct to Institution".

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?

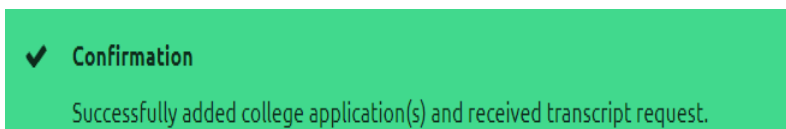
University of Arkansas

Request and Finish

The Initial Transcript is what you request when you are applying to colleges.

7) Select "Request & Finish".

8) You should receive this confirmation message.



That's it! Repeat steps if applying to multiple colleges.