

TRANSCRIPT REQUEST QUICK REFERENCE GUIDE
2025-2026

1. Apply to college using the [Common Application](#) or school-specific application.
2. Log into your [Naviance](#) account.
3. Click on the **Colleges** tab
4. Click on **Colleges I'm Applying To**
5. Applying Common App? Match your [Naviance](#) and [CA](#) accounts. Those colleges will automatically transfer into your [Naviance](#) account.
6. Not applying using CA? Need to add non-CA colleges? Click the **Add** button (+ sign) to add a college(s) to your list. Select the college name and location.
7. From **App Type** click the drop-down to identify your answer. Enter what type of application. Regular, rolling, early decision, etc. Not sure? Check your application.
8. How did you submit your application? [Common App](#)? Direct to the institution? **This step is VERY IMPORTANT. The wrong information will result in your college not receiving a transcript!**
9. Submitted your application? Click yes.
10. Click on **add application** (bottom of page).
11. You can also move colleges from your **Colleges I'm Thinking About** list to the **Colleges I'm Applying To** by checking the box and clicking on the *Move to Application List*.

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Forms Required:

Complete one electronic **Parental Permission** form for the year. **Located in the parent Sapphire Community Portal: My Backpack: Student Data Forms.**

Submit one [Transcript Request Google](#) form for **each** college, university, or scholarship. **Do not list multiple colleges** on the [Transcript Request Google](#) form. Our office requires 10 business days to process your requests. Requests will not be reviewed until after the 10-day add/drop period.

Additional Information: Naviance Resume/Student Brag Sheet: Click on About Me: Resume/Surveys Student Brag Sheet: If you are requesting a recommendation from your counselor, please attach your Student Brag Sheet and resume. The Student Brag Sheet is a survey in Naviance.

Resume: Students can access resumes in Naviance or create their own using programs like Canva.

Unofficial Transcript: Sapphire Community Portal: Reports:File Cabinet.

Questions? Please email your school/college counselor or [Ms. Duffy/Mrs. Erlain](#) for help.