

PRHS Class of 2026

How To Request Transcripts/ Letters of Recommendation



PRHS School Counseling Department
2025-2026

How Do I Start?

Demo's Future Planning

College: Bachelor's Degree

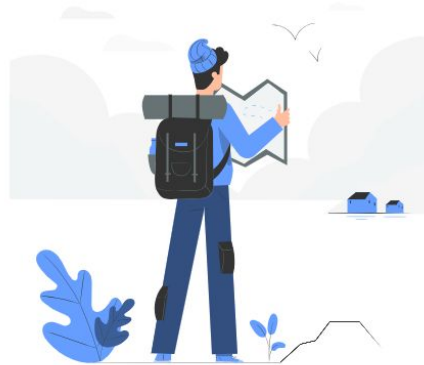
College: Associate's Degree

 [Edit Path](#)

Explore careers

Explore career clusters and pathways and add them to your list of favorites.

[Explore clusters and pathways](#)



Welcome to Naviance

Procedures for College Applications

2025 - 2026


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. Do not use your school district email

[Read More](#)


[Additional Information from Your School](#)

[Naviance Link](#)


Sign In With Clever




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!](#)

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

Welcome Student!



Login to Naviance

[CONTINUE WITH Clever](#)

OR

Email

Password

☐ Remember me [Forgot your password?](#)

Colleges You Are Applying To



The screenshot shows the Naviance 'Colleges' page. The top navigation bar includes links for Home, Self-Discovery, Courses, Careers, **Colleges**, and Planner. A red box highlights the 'Apply to College' section, which contains the following links:

- Colleges I'm Applying to
- Letters of Recommendation
- Test Scores

Other sections on the page include:

- College:** College Home, Find Your fit, SuperMatch College Search, College Match, College Events, Scattergrams, Advanced College Search, College Lookup.
- Research Colleges:** Colleges I'm Thinking About, College Visits, College Compare, College Resources, Acceptance History, Enrichment Programs, College Maps.
- Scholarships & Money:** College-Specific Scholarships, National Scholarship Search, Scholarship Search, Favorite Scholarships.

At the bottom, there is a section titled 'Letters of Recommendation' with the 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	CA	Submitted EDIT More
<input type="checkbox"/> ✦ Clemson University	Early Action - Summer 2023	Oct 15	N/A	No request	Pending	CA	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 <div>1</div>	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type <div>1</div>	Application
<div>✦ Case Western Reserve University</div>	Early Action - Fall 2024	Nov 1	N/A	No Request	Pending	<div>CA</div>	Submitted <div>EDIT</div> <div>More</div>
<div>Duquesne University</div>	Early Action - Fall 2024	Nov 15	N/A	No Request	Pending	<div>CA</div>	Submitted <div>EDIT</div> <div>More</div>


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

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

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



Transcript Request Form 2025-2026

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.)

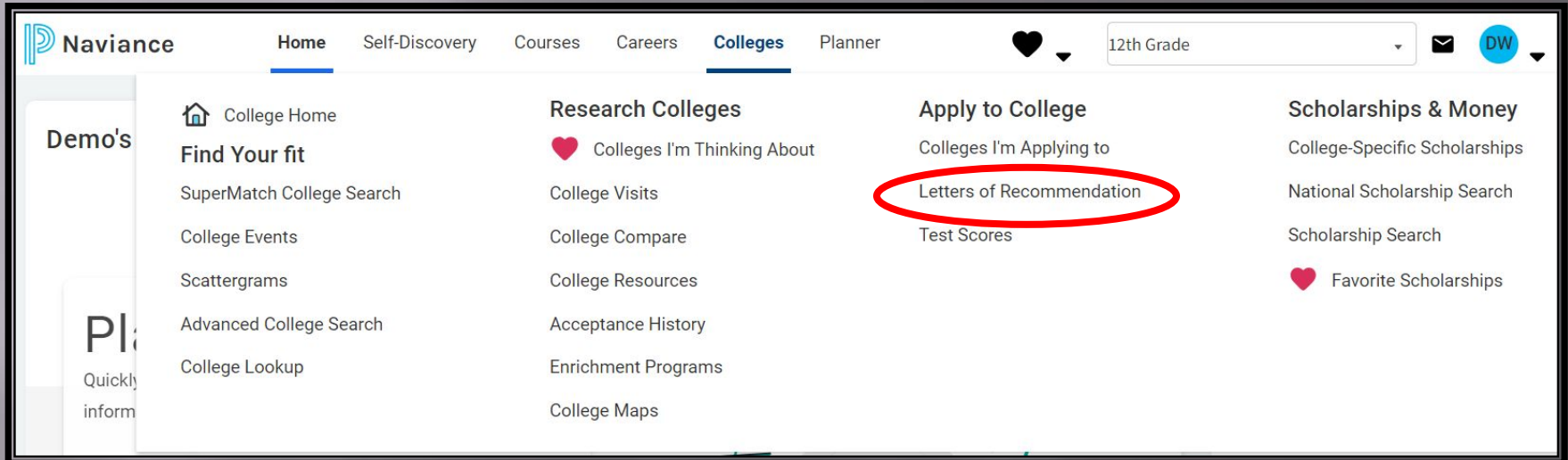
A minimum of ten business days is required to guarantee completion of this process. **ONE SUBMISSION FOR EACH COLLEGE/SCHOLARSHIP ONLY!!**

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

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


Teacher Letters of Recommendation

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
				

Your recommendation requests will show up here.

[Add Request](#)

[Show Me How](#)

Opens mid-August

Select A Teacher

- Andreassi, Mary Anne
- Angeloff, Holly
- Bartoszewicz, Rosemary
- Belchick, David
- Benigni, Nicole
- Bichler, James
- Bille, Amy
- Bittner, Lauren
- Blaze, Laura
- Bogats, Ashlyn
- Brough, Lindsay
- Brower, Daniel
- Select A Teacher

1. Select A Teacher

2. Select the recommendation request type:*

Select All	Colleges	Due
<input type="checkbox"/>	Case Western Reserve University 2 required / 4 allowed / 0 requested	Nov 01 2021
<input type="checkbox"/>	Clemson University 0 required / 10 allowed / 0 requested	Dec 01 2020

Counselor/Teacher Letters of Recommendation

The screenshot shows the Naviance website's navigation bar with links: Home, Self-Discovery, Courses, Careers, Colleges, Planner, and **About me** (circled in red). A heart icon and a 'Demo' button are on the right. A large gold star on the left contains the text: 'Resume/PRHS Brag Sheet in Naviance. Click on About Me.' Below the navigation bar, the 'About me' dropdown menu is open, listing: 'About me home', 'Documents and notes', 'Document resources', **Resume** (circled in red), 'Goals', 'Portfolio', 'Journal', 'Test scores', and 'Documents shared with me'. On the right, the 'Surveys' section is visible, with 'Surveys from your school' circled in red, and 'Game plan survey' and 'Graduation survey' listed below it.

Home Self-Discovery Courses Careers Colleges Planner **About me** Demo

College: Bachelor

Resume/PRHS Brag Sheet in Naviance. Click on About Me.

ys and add

About me home
Documents and notes
Document resources
Resume
Goals
Portfolio
Journal
Test scores
Documents shared with me

Surveys
Surveys from your school
Game plan survey
Graduation survey

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.**

