Transcript Request Instructions for Post High School Applications

Students should visit each school's website directly or The Common Application and begin their individual applications prior to requesting transcripts. When creating your college application account, please be sure to use a personal email address. School district email should not be used for college applications.

1. Complete **Transcript Release Permission Form** (found on the HHS Counseling website under "Forms" or on the home page of Naviance – in the Welcome box, click the link for Additional Information From you School) prior to submitting the first request for a transcript. ***Completion of Steps 1-8 will initiate the Official Transcript Request and the 15 school day processing time for your transcripts.***
2. If you need a counselor letter of recommendation completed by your counselor, complete the Post High School Planning Reflection, Activities Record, and Parent Information Sheet in Naviance (*Click on About me in the top navigation bar of the home page and then click Surveys from Your School*) prior to requesting a transcript. (***If you have a question about whether or not your college requires a letter of recommendation, check Common App or the individual college website.)*** **You must also complete the FERPA Waiver in Common App before a letter of recommendation can be submitted (*see page 2 for important FERPA Waiver information*)**.
3. Log in to Naviance.
   a) Go to: http://Launchpad.classlink.com/haverfordsd
   b) Click "Sign in with Google"
   c) Select your Haverfordsd.net email address
   d) Click the Naviance icon
4. Click on Colleges, click on Colleges I'm Applying to.
   a) If you are using the Common App, you must waive your FERPA Rights and then match your common app account to Naviance by clicking on Match Accounts

   ***You can only match once, so make sure your info is correct prior to matching your accounts**.*
5. Click on this button ⊕ to add each college and/or university to which you are applying.
   a) Type in or select your college or university from the drop down menu.
   b) Select app type from the drop down menu *(Early Decision, Early Action, Regular Decision, Rolling)*
   c) Identify how you are submitting your application (*Common App, Direct to Institution, etc.)*

   ***Be sure to check the box if you've already submitted your application.*
6. You must send your official admission testing scores to each college you are applying to via www.collegeboard.org (SAT) or www.actstudent.org (ACT) ***You should allow 3 weeks for these to be sent from CollegeBoard and/or ACT to your school.***
7. Click on the Colleges tab, then click on Letters of Recommendation, click on Add request. Select a teacher, the college(s) you would like them to send a letter to, and include a note in the box provided if needed. Click Save at the bottom of the screen. **Each time you add a school that requires a teacher rec, you must go back in and repeat this process.**

   ****It is recommended that you choose ONE teacher to write you a letter of recommendation unless your school requires two. <u>You must see a teacher in person and make a verbal request for a letter of recommendation BEFORE you add a request in Naviance!!</u>**
8. Click on Home at the top of the page. Then scroll over to the section labeled "Welcome to Naviance." Click on the link Additional Information from Your School. Under Pages, click on Transcript Request, and right click on the Transcript Request link. Select Open in New Window. Complete the Transcript Request. (Opening the link in a new window will allow you to refer back to Naviance to view the schools and methods of transcript delivery for each school.) **You must complete this form one time for each transcript that you are requesting.**

Transcript Requests (Regular Mail or Electronic) must be submitted to the Counseling Office at least 15 school days prior to the post high school's deadline.

FERPA Waiver Information

The FERPA Waiver must be completed if you are applying to any colleges using The Common Application. **Once it is completed, you will not be able to change it.** Below is the statement in Common App regarding waiving your rights to view your letter of recommendation.

- *Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.*
- ***To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.***

****Counselors and teachers cannot submit your supporting documents via Naviance until the FERPA Waiver is signed in Common App and you have matched your account in Naviance.**

Methods of Transcript Delivery Instructions

Self-Reported Transcript and Academic Record System (STARS)

Various state schools will require you to self-report your transcript and test scores. You can use an unofficial transcript to report your courses and grades. The instruction to complete the STARS will be sent to students from the individual college after they submit their application. Students should plan accordingly to complete both the application and STARS in accordance with the college deadlines for both.

For a list of schools that require the STARS Record visit: STARS Participating Schools

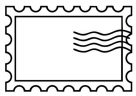
Electronic Transcripts
Common App, School Specific Applications, & NCAA, all accept electronic transcripts
If you followed steps 1-8, you have completed everything required to send your transcripts electronically.







Common App School Your transcript and all supporting documents MUST be sent via Naviance.	**Common App/School App** You chose not to apply using the Common App. Your transcript and all supporting materials will still be sent via Naviance.	**Electronic School/Coalition App** All of your supporting documents can be sent via Naviance.



Regular Mail Transcripts
Schools that do not accept electronic transcripts and Scholarship Applications

Complete a Transcript Request Envelope for each school you are applying to that does not accept electronic transcripts. You can pick up a **Transcript Request Envelope** from the Counseling Office and follow the instructions on the blue cover sheet.