

PRHS Class of 2027

How To Request Transcripts/ Letters of Recommendation



PRHS School Counseling Department
2026-2027

How Do I Start?

Demo's Future Planning

College: Bachelor's Degree

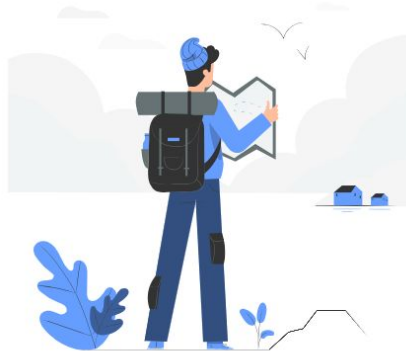
College: Associate's Degree

 [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

2026 - 2027

It is encouraged that students **read each application carefully** as required materials vary from college to college. When students apply to a college online, they are reminded to get confirmation that the college has received their application. Students need to create a

[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



Naviance Home Self-Discovery Courses Careers **Colleges** Planner

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

Apply to College Colleges I'm Applying to Letters of Recommendation Test Scores

Scholarships & Money College-Specific Scholarships National Scholarship Search Scholarship Search Favorite Scholarships

N/A Update

Letters of Recommendation

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
☐ ✦ Case Western Reserve University	Early Action - Fall 2023	Nov 1	N/A	No request	Pending	CA	Submitted EDIT More
☐ ✦ 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

Colleges I'm applying to									
Search for Colleges									
Application Milestones Compare Me +									
✦ = extended profile available Remove									
College	App Type i	Deadline	Expected Difficulty*	Transcripts	Office Materials	Submission Type i	Application		
☐ ✦ Case Western Reserve University	Early Action - Fall 2026	Nov 1	N/A	No Request	Pending		Submitted	 EDIT	More
 Duquesne University	Early Action - Fall 2026	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

Complete
one time!

2025-26 Parental Transcript Release - , ()
School: Pine-Richland High School (315) - School Year: 2025-2026

Form

Student Information

Student Name: *

Parent/Guardian Name: *

School Counselor: *

STUDENT

My student and I have reviewed a copy of the unofficial transcript and there are no errors. *

Yes

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

Yes

My student waives the right to review all recommendations and supporting documents submitted on his/her behalf. *

Yes

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, e.g., email or in a sealed envelope.

Permission Granted: *

Yes

Required fields marked with (*).

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](#)

Transcript Request Form 2026-2027

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 to be 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!!**

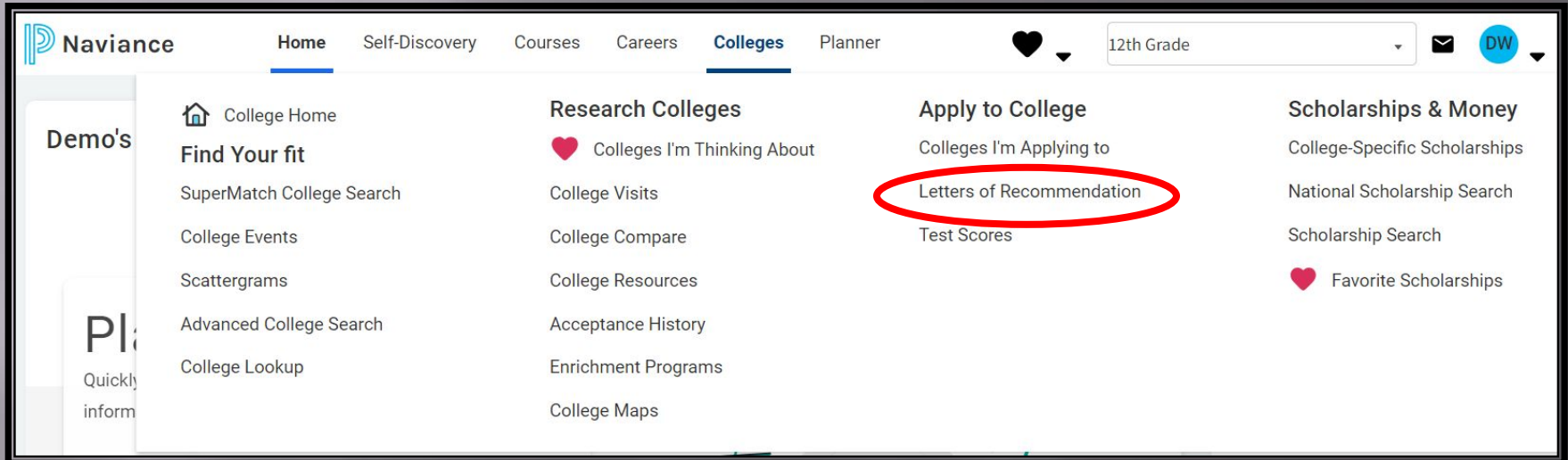
**NOT REPORTED
ON TRANSCRIPT:
Rank
SAT, ACT, AP
Scores**

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](#)

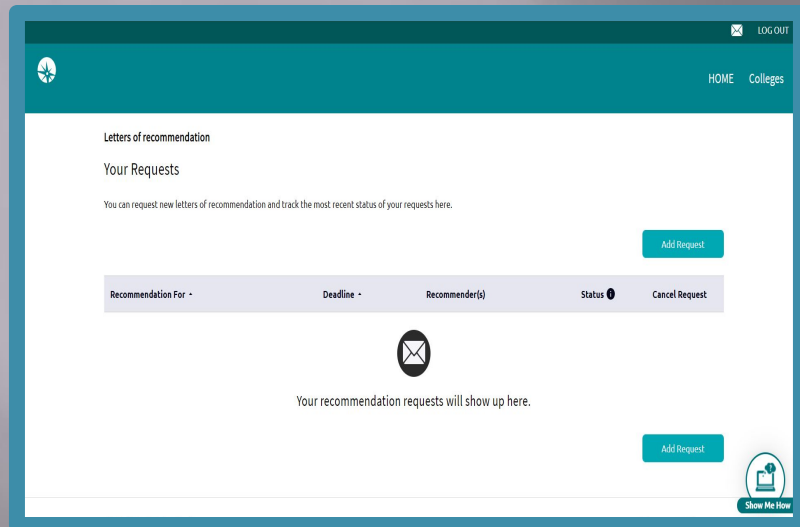
Teacher Letters of Recommendation



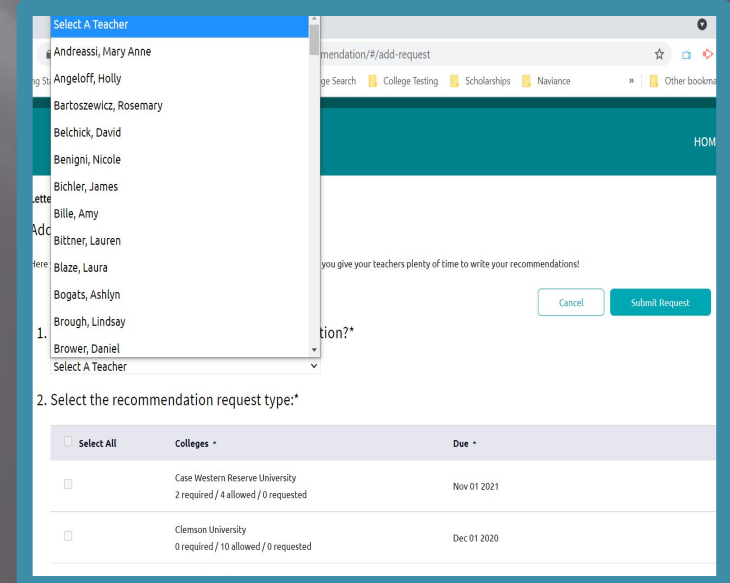
Steps to Requesting Letters of Recommendation

- 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



Opens mid-August



Counselor/Teacher Letters of Recommendation

The screenshot shows the Naviance user interface. The top navigation bar includes links for Home, Self-Discovery, Courses, Careers, Colleges, Planner, and **About me** (circled in red). A heart icon and a 'Demo' button are in the top right. A large yellow star with a black outline is overlaid on the left side, containing the text: 'Resume/PRHS Brag Sheet in Naviance. Click on About Me.' The 'About me' dropdown menu is open, showing options: '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.

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!

