

REQUESTING YOUR TRANSCRIPT

in Naviance

FOLLOW THESE **TWO STEPS** EVERY TIME YOU APPLY TO A COLLEGE.

1 ADD COLLEGES IN NAVIANCE



- ✓ Log into Naviance.
- ✓ Open "Colleges I'm Applying To."
- ✓ Click the plus sign  or click Match Accounts for Common App schools.
- ✓ Select the correct application type (Common App, Direct Application, etc.).

2 COMPLETE THE TRANSCRIPT REQUEST FORM

SCAN TO ACCESS THE
TRANSCRIPT REQUEST FORM



Fill out the Microsoft Transcript Request Form.



This notifies Mrs. Larson that your transcript is ready to be sent.



Mrs. Larson will notify your counselor and send your transcript through Naviance.



IMPORTANT REMINDERS

- ★ BOTH steps are required.
- ★ Adding a college in Naviance does NOT automatically send your transcript.
- ★ Allow several school days for processing.
- ★ Submit requests before application deadlines.



DEADLINE TO REQUEST TRANSCRIPTS
FOR NOVEMBER 1ST DEADLINE:

FRIDAY, OCTOBER 2ND



♥ *Plan Ahead. Take the Next Step.*