



# Transcript Request Instructions



1. Sign in to Naviance Student

<https://student.naviance.com/pompanobhs>

**User Name:** PBHS student number (06xxxxxxxx)

**Password:** Student date of birth MM/DD/YYYY  
(i.e. 01/15/2000 **include the forward slashes**)

2. Go to the **Colleges** tab or to **My Favorites** box on the home page

3. Click on **Colleges I'm Applying To** then click on  to add colleges to your list

4. Select the school from the dropdown menu under **Which college are you applying to?**

5. Select the type from the dropdown box under **App type**

➤ Regular Decision

➤ Early Decision

➤ Early Action


➤ Rolling

You must select the correct type. If you are unsure, please read your application document and/or ask your counselor.

6. Under **I'll submit my application** if "**I'm not sure yet**" generates please use the drop down box to select Direct to the institution or Via Common App

If you are requesting a transcript, make sure you click the **Add and Request My Transcript** box



7. Select the type of transcript you are requesting, which will depend on the time of year you are making your request, i.e. Initial, Mid-year, or Final.







8. To order a hardcopy transcript or if your transcript is "**mail only**"  there will be a \$2.00 fee assessed. Please see Mrs. Garsh for an order form and payment.

9. Allow 2 to 3 schools days to process.

# Checking the Status of Requested Transcripts

1. Go to the **Colleges** tab.
2. Click on **Colleges I'm Applying To** and then click on **Manage Transcripts**, which is located on the top right side of the screen

Transcript Requests  

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
	Clemson Univ	College App	09/03/18	12/01/18	Pending	-	-	
	U Of Florida(College Of Nursing)	College App	09/02/18	11/01/18	09/13/18	-	-	
	U Of Michigan	College App	09/02/18	11/01/18	Pending	-	-	
	U Of Texas Austin	College App	09/02/18	11/01/18	Pending	-	-	
	Vanderbilt Univ	College App	09/02/18	01/01/19	Pending	-	-	

❖ *If a college is stating that they still have not received your transcript, after sufficient time has passed and there is not a confirmation receipt number available, please see Mrs. Garsh for further assistance in the School Counseling office.*