

## TRANSCRIPT REQUEST

### Request your Transcripts for College Application in Naviance:

**\*Make sure you request your transcripts after completing your College/University Application.**

- ✚ Go to Coral Glades High School Website, under **Quick Links** click on **Naviance**
- ✚ Sign in Naviance by typing your Student ID as username (just the numbers) and the password should be the students birth date with slashes (mm/dd/yyyy).
- ✚ Once you are on your welcoming page go to “Colleges that I’m applying to”
- ✚ Click on the plus red sign and add the College/University that you are applying to
- ✚ Make sure you select the option “I’ll submit my application Direct to the Institution”
- ✚ Under “What Type of Transcript are you Requesting” choose the Initial option
- ✚ Then click “REQUEST TRANSCRIPT”.

### If you need to request a hard copy of your Transcripts:

- ✚ Go to the Registrar: **Mrs. Merlin** at Guidance
- ✚ There’s a \$2 fee for any transcript that needs to be printed. You can pay for it at the Registrar’s Office in Guidance before it is printed.

### If you need to request transcripts to apply for scholarships:

- ✚ Order those directly with the Registrar. There’s no fee for transcripts for scholarships.