

## How to Request Transcripts – Student Instructions

### Requesting Transcripts for College Applications

1. Log into your Naviance Student account
2. Navigate to “Colleges” on the top right hand side of homepage
3. Click on “Apply to College”
4. Click on “Manage Transcripts”
5. Click the Add (Pink Plus +)
6. Select “College Application Transcript”
7. Follow the steps depending on what transcript selection selected
8. You may use “Confirmation Number” when contacting colleges/universities regarding transcript delivery status

#### IMPORTANT:

- A. Transcript request may not be processed If student does not Indicate if they are applying to school via (1) *Common App*, (2) *Directly to the Institution*, (3) *I’m not sure yet*
- B. **NOTE:** if you choose a college application transcript, you may need to clear out the college where you are sending the transcript and add a new one.
- C. Also, remember that when you add a college to your “Colleges I’m Applying” to List, you have an option to request transcripts at that time. But only do so if you have completed the application!
- D. **ALTERNATIVE:** Transcript Requests can also be made from the Colleges I’m Applying to List by selecting the checkbox next to a collage and clicking Request Transcripts.

### Requesting Hard Copy Transcripts for Scholarships, Athletics, NCAA

1. Log into your Naviance Student account
2. Navigate to “Colleges” on the top right hand side of homepage
3. Click on “Apply to College”
4. Click on “Manage Transcripts”
5. Click the Add (Pink Plus +)
6. Select “Other Transcript”
7. Follow the steps depending on what transcript selection selected
8. Once requested, transcript requests are managed from *Transcript Request Manager* in the School Counseling Office, by the Registrar.

**\*Please Allow 72 School Hours to Process Your Request\***