

# CURRENT STUDENTS

## HOW TO ORDER HIGH SCHOOL TRANSCRIPTS FOR COLLEGE APPLICATIONS

### FAMILY CONNECTION/NAVIANCE:

Students can request their transcripts for college applications at any time through Family Connection/Naviance. You can access Family Connection via this link

[www.connection.naviance.com/nova](http://www.connection.naviance.com/nova)

Please only request your transcript **AFTER** you have submitted your application to the institution.

To Request Transcripts:

1 – Login to Family Connection

2 - ADD schools to the COLLEGES I'M APPLYING TO

3 - As soon as you have submitted your application go to MY APP under COLLEGES I'M APPLYING TO and select I HAVE SUBMITTED MY APPLICATION then select how you submitted the application (directly to the institution or Common App). **If you do not answer this question your transcript request cannot be processed.** Once complete on this page then scroll to the bottom and select UPDATE APPLICATIONS.

4 – Under COLLEGES I'M APPLYING TO select REQUEST TRANSCRIPTS to add a transcript request.

There is a **\$2 charge for all PRINTED transcripts requested for college applications.**

Payments must be made through the e-store

at <https://estore.browardschools.com/OSP/default.aspx> prior to mail out or pick up.

**Fee waivers are available for students eligible for free/reduced lunch. There will be no charge for transcripts sent electronically or those required for NCAA or Military. Scholarship Transcripts continue to be free of charge.**

**All hard copy PICK UP requests (Scholarships or Non-educational) will require a signed Parent Consent Form prior to pick up, which can be obtained from Mrs. Bell in the 10<sup>th</sup> and 11<sup>th</sup> Grade Office.**

**ACT Scores:** Request them on [www.act.org](http://www.act.org)

**SAT Scores:** Request them on [www.collegeboard.org](http://www.collegeboard.org)

**AP Scores:** Request them on [www.collegeboard.org](http://www.collegeboard.org)

\*\* See Mrs. Bell, IMS & Registrar in the 10<sup>th</sup> and 11<sup>th</sup> Grade Office for assistance if needed.