

Current students

How to order high school transcripts For college applications

FAMILY CONNECTION/NAVIANCE:

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

ACT Scores: Request them on www.act.org

SAT Scores: Request them on www.collegeboard.org

AP Scores: Request them on www.collegeboard.org

For a printed copy for scholarships only please use the QR code located in the Guidance office.

*****Please contact Ms. Brickley Ims/Registrar @ 754-323-1676 if you have any questions**