

Requesting Transcripts: 2-Step Process

1. Add college you are applying to Naviance.
 - a. Log onto your Naviance student account.
 - b. Select the COLLEGES tab.
 - c. Under COLLEGES select “Colleges I’m Applying To”
 - d. Click on the red “+”, add each college/university, including application information
 - e. Click “Add Application” **OR**
 - i. If you select this option, you can request your transcript at a later time by clicking on the “+ Request Transcripts” link
 - f. Click “Add and Request Transcript

2. Only request a transcript if you want the transcript to be sent immediately. We are not able to hold transcript requests. If you do not want your transcript sent before 1st semester grades are available, please do not request your transcript prior to January 15th.