

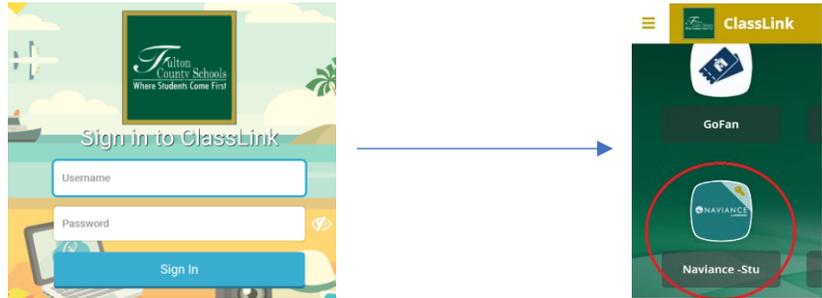
# How to Request a Transcript

**\*These Instructions are Intended for Current Seniors ONLY\***

## Step 1: Log-in to Naviance Student through your ClassLink.

**\*NOTE:** Before you request your transcripts to be sent to any schools, you need to create a College List on Naviance. If it is a Common App school, please add the college to both Common App and Naviance. Be sure to request your transcript in Naviance, **NO LATER THAN 10 SCHOOL DAYS PRIOR TO THE APPLICATION DEADLINE.**

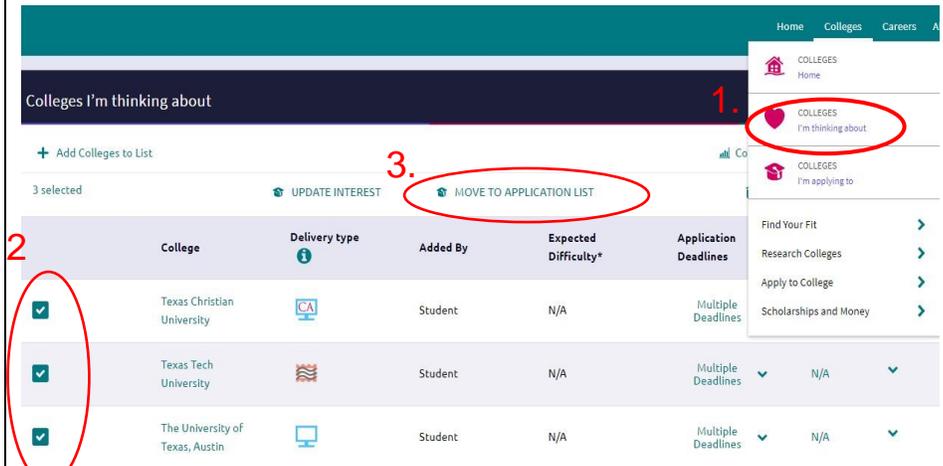
Visit <https://launchpad.classlink.com/fcs>



## Step 2: Move your schools from “Thinking about” to “Applying To”.

1. Click “Colleges” and then select “Colleges I’m Thinking About”
2. Place a check  next to each college you have applied to.
3. Click **Move to Application List.**

\*You can add schools directly to your **Colleges I’m Applying To** list by clicking:  Located in the upper right corner of the **Colleges I’m applying to** page.



## Step 3:

1. Before moving forward, confirm you have selected a delivery type and that it is the **correct** delivery type.
2. The delivery type determines how we send documents to the requested schools.
3. If it is a Common App school, you will need to select CA as the Delivery Type.
4. If you select an unknown delivery type, your documents are at risk of not being sent!!!
5. **For Mail Only schools, please allow ten business days for your transcript to be mailed.**

### eDocs Delivery Type Icons



**Mail Only:** documents can only be sent by mail



**Electronic:** documents can be sent through eDocs



**Common App:** Common App docs can be sent through eDocs



**Unknown:** documents can be sent through eDocs. Student has not yet indicated how they are applying



**Common App via Electronic:** documents can be accepted through eDocs



**Common App Mail only:** documents prepared but not sent through eDocs

**Step 4:** You will be taken to the screen “Move to College Applications”. Answer the questions on this screen for each school you are requesting a Transcript to be sent.

1. **Select the correct deadline.**
2. Select how you submitted your application. If you used the Common Application select “**Via Common App**” for all others, select “**Direct to Institution**”
3. Put a **check mark**  next to **I’ve already sent my application**.  
**REMEMBER:** Select the correct EDOC Delivery type
4. Click on **Add and Request Transcripts**.

**Step 5:** You will be taken to the next screen to complete **Step 2**.

1. Select the type of Transcript you are requesting. You will select **Initial** to be sent with your application.
2. You **WILL NOT** be able to send unofficial ACT or SAT scores, so **DO NOT** select those boxes.
3. Click Request and Finish

**Requesting Mid – Year and Final Transcripts Later On**

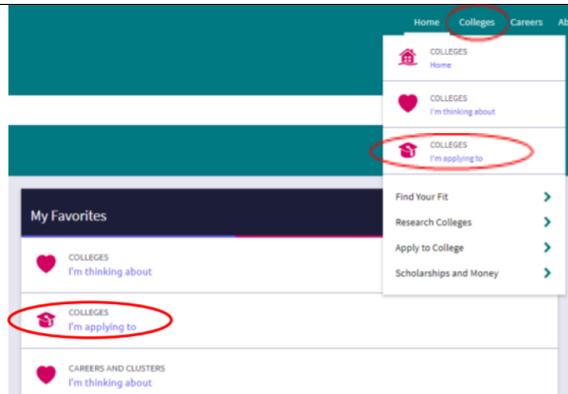
1. Select “College I’m Applying To”
2. Place a **check**  next to the schools you need a transcript sent.
3. Click on **Request Transcripts**
4. From there refer to Step 5.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> University of Alabama at Birmingham (UAB)	EA	Early Action	N/A	no request	Pending	Submitted	EDIT MORE
<input checked="" type="checkbox"/> The University of Alabama	RD	Regular Decision	N/A	requested	Initial materials submitted	Accepted	EDIT MORE
<input checked="" type="checkbox"/> Baylor University	RD	Regular February Decision	N/A	requested	Initial materials submitted	Accepted	EDIT MORE

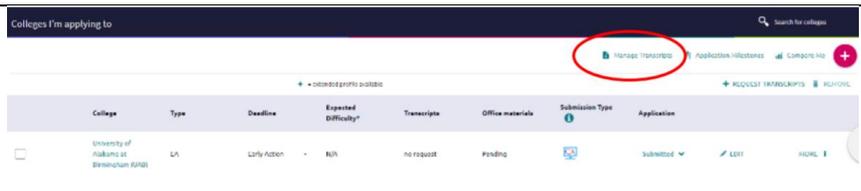
You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcript.

# Check the Status of Your Transcript Request

**Step 1:** Go to Colleges I'm Applying To



**Step 2:** Click on Manage Transcript



**Step 3:** Here you can see the date you requested it, the date it is due, and the date it was mailed.

\*If you are uncertain if your transcript has been received, you need to **contact the admission office of the school first.**

\*Many times, there is a lag between when the transcript is sent and when their system updates. You can provide them with your confirmation number, found in Naviance.

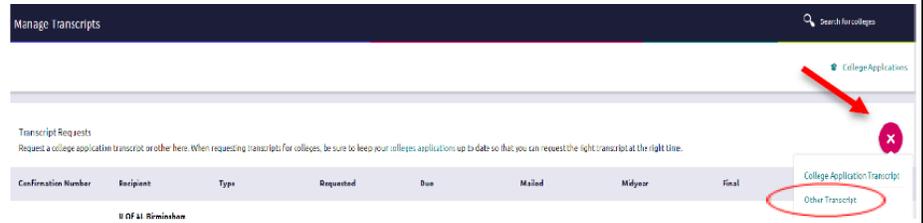
Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
29906593	The University Of Alabama	College App	08/04/20	01/15/21	10/10/20	Requested	-	
30401966	Georgia Institute Of Technology- Main Campus	College App	10/01/20	10/15/20	10/10/20	Requested	-	
30402016	University Of Georgia	College App	10/01/20	10/15/20	10/10/20	Requested	-	CONFIRMED

# Request Other Transcripts for Scholarships, Athletic, Etc

## Requesting Other Transcripts for Scholarships, Athletics, Etc:

**Step 1:** From the Manage Transcript Page:

1. Click the pink addition sign 
2. Then click on Other Transcripts



Manage Transcripts

Search for colleges

College Applications

Transcript Requests  
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

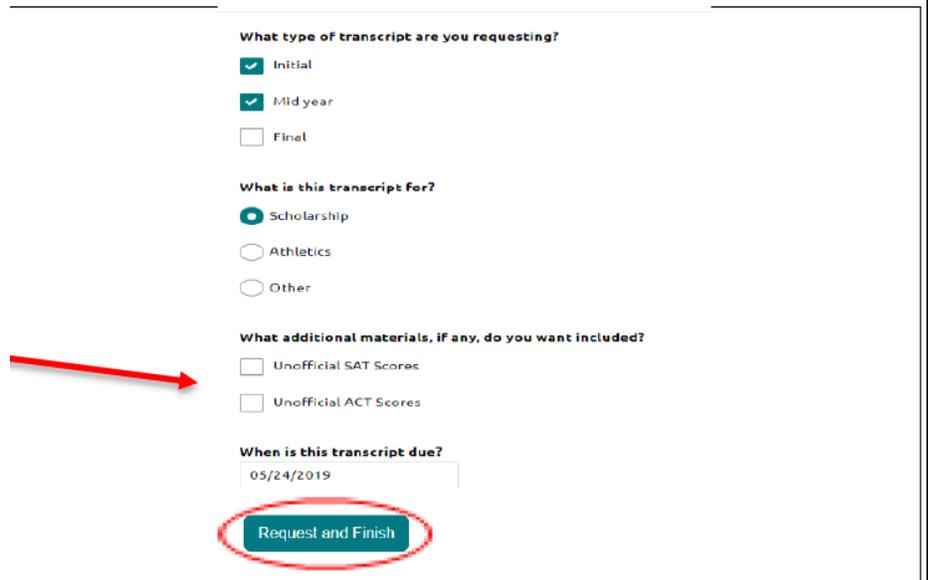
Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final
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College Application Transcripts

Other Transcript

**Step 2:** You will need to answer all the questions on this page for each "Other Transcript" you are requesting:

1. Select the transcript you will need to send: Initial, Mid-year, or Final.
2. Select what the transcript is for scholarship, athletics, or other
3. You will not be able to send official ACT or SAT scores so **DO NOT** select those boxes.
4. Input the date it is due.
5. Fill in the address that it needs to be sent to.
6. **If you want your transcript to be sent via email, please list the receiving email in the "Other Notes" section.**
7. Click Request and Finish



What type of transcript are you requesting?

Initial

Mid year

Final

What is this transcript for?

Scholarship

Athletics

Other

What additional materials, if any, do you want included?

Unofficial SAT Scores

Unofficial ACT Scores

When is this transcript due?

05/24/2019

Request and Finish

<p><b><u>Transcripts for Athletics:</u></b></p> <p><b>Step 1:</b> If you are wanting to play college sports, Register with the NCAA Eligibility Center <b>FIRST</b>.  <b>***This should be done at the END of JUNIOR Year. ***</b></p> <p>You do not need to request this through Naviance, once a student has registered with NCAA their transcripts are uploaded at the appropriate times.</p> <p>**In other words, all you need to do is register with the Eligibility center and your transcripts will be upload.</p>	<p style="text-align: center;"><a href="https://web3.ncaa.org/ecwr3/">https://web3.ncaa.org/ecwr3/</a></p> <div style="text-align: center;">  </div>
<p><b><u>Unofficial Transcripts:</u></b></p> <p>If you need an unofficial transcript for anything you can assess this through your Infinite Campus Account.</p> <p><b>Step 1: Log into Infinite Campus Student</b></p> <p><b>Step 2: Click on Document</b></p> <p><b>Step 3: Click on unofficial transcript.</b></p>	<p>You can use <u>UNOFFICIAL TRANSCRIPTS</u> for many things:</p> <ol style="list-style-type: none"> <li>a. Fill out your Self-Reported Academic Record when filling out College Applications</li> <li>b. Check your current GPA</li> <li>c. Scholarships</li> <li>d. Send to college coaches</li> <li>e. Give to sponsors for organizations</li> </ol>

**Important Reminders:**

- Be sure to give your counselor **at least 10 school days** to process your transcript request and counselor recommendation. Don't wait until the day before the application deadline to send your request! We don't want to rush your application. Make sure you give us enough time to do it well!
- Indicate what type of transcript you are requesting. If it is your first transcript for that school, please choose Initial.
- We will **NOT** be sending any ACT or SAT scores. You will need to request these from the ACT or CollegeBoard website.
- The Application Type will determine the Deadline that the counseling office sees for sending documents. Please keep your deadlines current and accurate in Naviance or your documents may not be sent on time!
- For Application Type, please indicate whether you are applying to the university via the common app or directly to the university.
- When your transcript has been sent, it will be marked as "Sent" so you will be able to keep track of your application materials. Allow 10 school days for this to be completed. Give the college at least 2-3 weeks to show your transcript as being "Received" (on college's website, etc).
- Be sure to give your counselor **at least 10 school days** to process your transcript and recommendation request! Yes, it's that important that we put it twice.

Please Watch This Video for Step by Step Instructions: [Students Requesting Transcripts](#)