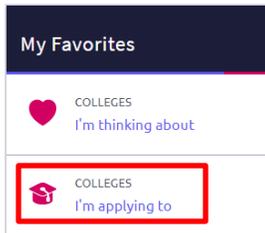




## How to Request Transcripts through Naviance Student (STUDENT)

### Requesting Transcripts for College Applications

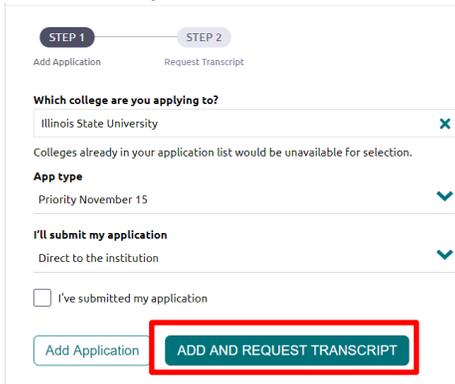
1. Log into your Naviance Student account
2. Click on “Colleges I’m Applying To” on the right hand side of the homepage



3. Click pink “+” button (top right) to add colleges to this list”

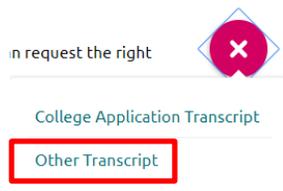


4. Search for the school and select.
5. Select the App Type – Regular Decision, Early Action, Early Decision, Rolling • You must select the CORRECT type. If you are unsure, please read your application documents and/or ask your counselor!
6. Select the “I’ll submit my application” option.
7. Check box if you have submitted your application to the college
8. Make sure you select the button “Add and Request Transcript”

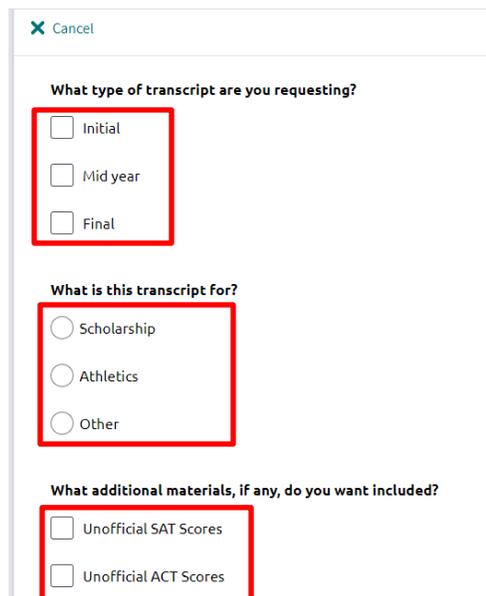


## Requesting Hard Copy Transcripts for Scholarships, Athletics, NCAA

1. Go to the “Colleges” tab.
2. Go to “Apply to College” on the left side and select “Manage Transcripts.”
3. Click pink “+” button (top right) and select “Other Transcript”

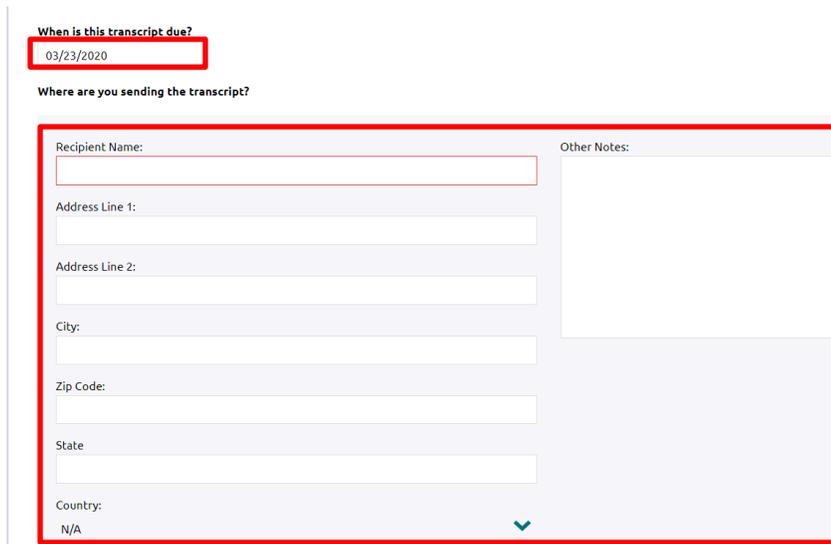


4. Select the following:
  - **What type of transcript are you requesting?**
  - **What is the transcript for?**
  - **What additional materials, if any, do you want to include?**

A screenshot of a form titled 'Requesting Hard Copy Transcripts'. The form has a 'Cancel' button at the top left. It contains three sections, each with a red rectangular box highlighting the selection options:

- What type of transcript are you requesting?** with three checkboxes: 'Initial', 'Mid year', and 'Final'. The 'Initial' checkbox is selected.
- What is this transcript for?** with three radio buttons: 'Scholarship', 'Athletics', and 'Other'. The 'Scholarship' radio button is selected.
- What additional materials, if any, do you want included?** with two checkboxes: 'Unofficial SAT Scores' and 'Unofficial ACT Scores'. Both checkboxes are selected.

5. Fill in the following
  - **When is the transcript due?**
  - **Where are you sending the transcript?**



When is this transcript due?  
03/23/2020

Where are you sending the transcript?

Recipient Name: <input type="text"/>	Other Notes: <input type="text"/>
Address Line 1: <input type="text"/>	
Address Line 2: <input type="text"/>	
City: <input type="text"/>	
Zip Code: <input type="text"/>	
State: <input type="text"/>	
Country: N/A	

6. Click **“Request and Finish”** button.

## **Checking Status of Requested Transcripts**

1. Go to the **“Colleges”** tab.
2. Go to **“Apply to College”** on the left side and select **“Manage Transcripts.”**
3. View the status of all transcript requests.