**Class of 2025 College Application Process - Step 3**

**Requesting Transcripts in Naviance**

*\*\* Be sure to request Transcripts at least* ***15 SCHOOL DAYS*** *before your application deadline! Only request transcripts be sent to schools to which you are applying. \*\**

*(See bottom of page for Transcript Request Deadlines)*

1. You cannot request a Transcript through Naviance until you have:
   * Submitted your signed Release of Records Authorization form to Mrs. Kozman in C106 and
   * If using Common App: Created account; completed some sections; Matched with Naviance, and submitted FERPA waiver. See instruction sheet entitled “Begin College Applications” for more information. If you have completed these steps, then proceed.

Videos to assist with steps below: [Add Colleges I'm Applying To in Naviance](https://www.screencast.com/t/jp4DehOsrA)

[Requesting Transcripts in Naviance](https://www.screencast.com/t/LMtSIif3e1)

1. Log into Naviance. From the Menu, select, “Colleges I’m Applying To”.
2. Click the A blue circle with a white cross in it

   Description automatically generated (blue plus sign) and follow the steps below:
3. From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the options.
4. From **App Type** click the drop-down to identify your answer.
5. From **I’ll submit my application?** Click the drop-down to select either: via Common App, or Directly to the Institution (if you’re using college’s own application). DO NOT select “I’m not sure."
6. To confirm that you have submitted your application, select the checkbox labeled **I’ve submitted my application.**
7. Click **Add and Request Transcript.**
8. From **What type of transcript are you requesting**? Select the **Initial** checkbox.
9. Review **Where are you sending this transcript**? To ensure the proper college name is displaying.
10. Click **Request and Finish**.
11. Review your **Colleges I’m Applying To** dashboard. If you see this icon  , then there’s a problem. You must go back and tell us how you’re submitting that application by selecting either: **Via the Common App** or **Directly to the Institution**. If the setting is left as **I’m not sure yet**, your transcript **CANNOT** be submitted.
12. Repeat this process for EACH COLLEGE to which you want a transcript sent.
13. **Self-Reported Student Academic Record**

Follow the instructions on the colleges’ websites if self-reported grades/transcripts are required. The most common system used is the SRAR. Instructions for completing it can be found on the CB East School Counseling site.

\*Do not request transcripts for schools that require a self-reported academic record, however these colleges must still be added to “Colleges I’m Applying To” in Naviance.

**APPLICATION DEADLINE** **TRANSCRIPT & RECOMMENDATION REQUEST DEADLINE**  
October 15 September 20

November 1 October 10

November 15 October 23

December 1 November 6

January 1 December 2

January 15 December 13

February 1 January 10

February 15 January 24

March 1 February 6