

2021-2022 Step-by-Step Process for Requesting Transcripts Through Naviance



** Be sure to request transcripts at least 15 SCHOOL DAYS before the application deadline**



IF YOU ARE APPLYING TO ANY COLLEGE USING THE COMMON APP, you must **FIRST:**

- **Create a Common App account:**
 - a. Go to www.commonapp.org.
 - b. Complete the "Common Application Profile" and "Education" Sections located in the COMMON APP tab.
 - c. Go to COLLEGE SEARCH tab and list the colleges you are thinking about applying to. You MUST add schools here **before** requesting a transcript for that school through Naviance.
 - d. Go to MY COLLEGES tab and click on "Recommenders and FERPA" and Complete the FERPA Waiver.

NOTE: **DO NOT request any recommendations** through your Common App account! See other side for requesting teacher and counselor recommendations.
- **Complete the Matching Process in Naviance:**
 - a. In Naviance go to "Colleges I'm Applying to"
 - b. Click "Match Accounts"
- **Proceed to box 1 below**

1. Submit your *Release of Records Authorization* form to Mrs. Trodden in the Guidance Office starting September 9, 2021.
2. Log into Naviance and click the **Colleges I'm Applying To** link.
3. Click the **round, red "Add"** button  and follow all steps below:
 - From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the matches.
 - From **App Type** click the drop-down to identify your answer.
 - From **I'll submit my application?** Click the drop-down to select either: via Common App, or Directly to the Institution. DO NOT select "I'm not sure."
 - To confirm that you have submitted your application, select the checkbox labeled **I've submitted my application**.
 - Click **Add and Request Transcript**.
 - From **What type of transcript are you requesting?** Select the **Initial** checkbox.
 - Review **Where are you sending this transcript?** To ensure the proper college name is displaying.
 - Click **Request and Finish**.
4. Review your **Colleges I'm Applying To** dashboard. If you see this icon:  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.

Class Size: 504 students; **GPA Scale:** 4.0 (WEIGHTED); **CEEB Code:** 391045; **Class Rank:** N/A (district does not rank)