1. **Complete Release of Records Authorization - RRA**

Pick up the RRA form in the Senior House Office or download from the CB South Website. Review, sign and **turn in your RRA form to the SHO** before you request a transcript! You will not be able to request a transcript in Naviance until your RRA has been submitted to the SHO.

1. **Submit application to college including payment**
2. **Matching Applications to Naviance**

**This is done only once, and cannot be done until you complete at least these 3 things within your Common App account:**

* 1. Complete the education section and put

CB South in the current high school section.

* 1. Place at least one college to which you are applying in your dashboard (using the college search tab).
  2. Complete the FERPA Waiver in your Common App.

**If you apply to ANY colleges using the Common App you must “MATCH” your Common App to your Naviance Account:**

1. Log in to your Naviance account
2. Click on the “**Colleges**”
3. Click on **>Colleges I’m applying to**
4. Follow the Directions in the common app match box (you **MUST** use the email you used to create your common app account)

**If you are not applying to ANY colleges using the Common App you must OPT OUT of the Common App Matching Process in Naviance by:**

1. Go to the **“Colleges”**
2. Click on >**Colleges I’m applying to**
3. Click on **“I don’t need this”** in the bottom right corner
4. **Submit Standardized Test Scores**

Test scores must be submitted directly from the testing agency **(College Board/ACT)** to the college through the testing agency website. SAT/ACT scores are *not* sent by CB South.

1. **Request Transcripts In Naviance**

* **Please note:** All Transcript Requests require a minimum of **15 school days**, from the date requested, to process.
* **Please note: If you are using the Common App, you must place the college in your Common App dashboard prior to requesting your transcript otherwise, we cannot send a transcript! Failure to do so may result in delay of your transcript submission!**

**If you have not already added your college to your >colleges I am applying to list:**

1. In Naviance Click the “**Colleges**”
2. Click on **>Colleges I’m applying to**
3. Click on the big RED **+ (which will allow you to add colleges to your list)**
4. **Which college are you applying to?** - Use drop down arrow in the box to find the college
5. **App type**, using drop down arrow, choose **Decision Type**: ex: Regular Decision, Early Action
6. **I’ll submit my application**, using drop down arrow, choose how you submitted your application – ex: via Common App or Direct to institution
7. Check box “**I’ve submitted my application**”
8. If your application is completed and you have submitted it to the college, you will **Add and Request Transcript**
9. If your application is not completed and you have not submitted it to the college, you can **Add Application**, and the college will remain in your dashboard until you complete your application.
10. **What type of transcript are you requesting?** Check box >**Initial** – Click >**Request & Finish**

**If you have already added the college to your >Colleges I’m Applying to list, but have not submitted your application:**

1. In Naviance Click the “**Colleges**”
2. Click on >**Colleges I’m applying to**
3. Check the college that you would like to request transcripts
4. At the top >click **+Request Transcripts** – Note: under the transcript heading you will see the word **“requested”**
5. Under the heading **“Application”** using the drop down arrow, choose **“Have you Applied?”**, check box “**I’ve submitted my application**” then “**Save application**”.
6. **What type of transcript are you requesting?** Check box >**Initial** – Click >**Request & Finish**
7. **Request Counselor Letters of Recommendation (If Required)**

* **This process can be completed only after you have submitted your college application.** 
  1. To request you **MUST** fill out the Counselor Letter of Recommendation Survey in Naviance, found under the “about me” tab.
  2. In Naviance click >”**Colleges”**
  3. Click >**Letters of Recommendation**
  4. Click >**Add Request**
  5. Click >**Select a Teacher** – Use drop down arrow in the box to find your counselor
  6. Click boxes for colleges to which you want a letter sent
  7. Click **Save** and review submitted requests

1. **Request Teacher Letters of Recommendation (If required):**

* **This process can be completed only after you have met with and asked your teacher in person, and your request is accepted!**

1. In Naviance Click the “**Colleges**” Tab
2. Click on **>Letters of Recommendation**
3. Click the **Add Request** button
4. Click >**Select a Teacher** - Use drop down arrow in the box to find the teacher
5. Click boxes for colleges to which you want a letter sent
6. Enter a Note (optional)
7. Click **Save** button and review submitted requests
8. Check status regularly!!! **In Progress** -your request was accepted by your teacher, **Sent** speaks for itself and **Cancelled** indicates request was declined by your teacher and it is your responsibility to follow up!
9. **Track Status of Transcript Requests in Naviance:**
10. Click on “**Colleges**”
11. Click on >**Colleges I’m applying to**
12. Look for **Sent** in **“Office Materials**” column

Or

1. Click on “**Colleges**”
2. Click on **>Apply to College**
3. Click on > **Manage Transcripts**
4. Look for **Sent** in **“Mailed”** column
5. **Check College’s Application Portals for completion often!**

\*Please give colleges at least 10 days to process documents from date sent in Naviance!

\*If the college’s portal shows missing components, **CALL THEM FIRST** to verify the status online is accurate.