Requesting Transcripts through Naviance

In order for transcripts to be sent to any post-secondary institution, a Records Release must be completed. This can be found on the Senior Documentation Portal at ahighcounselingseniors.weebly.com.

You must check the box to request a transcript through Naviance. Adding a school to "Colleges I'm Applying To" will not automatically request a transcript.

Transcripts that need letters of recommendation will be sent in order of when they are requested. Please know we need **at least** two weeks before your first deadline.

All of your requests will be sent in by the first deadline you select. If you add schools after we have sent your initial materials, please notify your counselor via email.

Before you can request a transcript on Naviance, you must have completed the Records Release Form. Without this release being verified, you will not be able to request a transcript.

If your request is not in Naviance, a transcript will not be sent.

How to request your transcript on Naviance:

1. Sign into **Naviance.com** (email your counselor if you need your password reset)
2. Select the ***Colleges Tab*** at the top right of the homepage
3. Click on ***Colleges I'm applying to*** and make sure your school is listed.
    a. If you haven't already added the school:
        i. Click the plus sign in a magenta circle on the upper right of the page
        ii. Search for your school and make sure the application type reflects the deadline you are applying for (Early Decision, Early Action, Regular Decision, Rolling)
        iii. Please confirm *how* you are applying. This is important! (Are you applying via Common App? Directly through their website?)
        iv. Only check that you have submitted your application if you have already done so.
        v. Click on ***Add Application***
    b. If your school is in your ***Colleges I'm thinking about*** list, simply go to that list and you can select the school and select ***Move to Application List*** above the header bar.
4. Select ***Manage Transcripts*** found above your list of schools
5. Under ***Transcript Requests,*** click on the plus sign in the magenta circle
6. Select ***College Application Transcript***
7. Select if this is an Initial, Mid Year or Final transcript request. Please note we cannot send your SAT/ACT scores and those have to be requested directly from your account on those respective websites.
8. From the drop down menu, select the school you wish to send your transcript to and select ***Request and Finish***