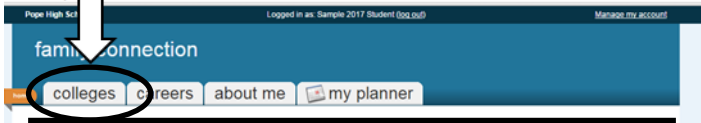
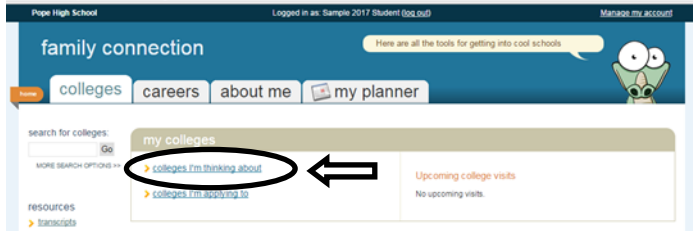


Requesting a transcript

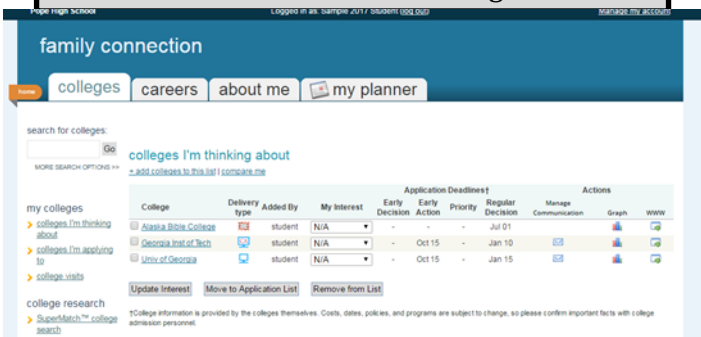
1. In Naviance, go to the COLLEGES tab



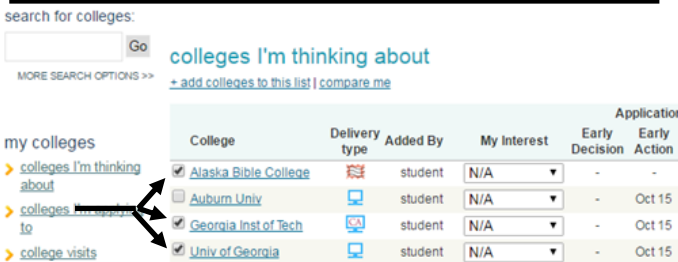
2. Click "COLLEGE'S I AM THINKING ABOUT"



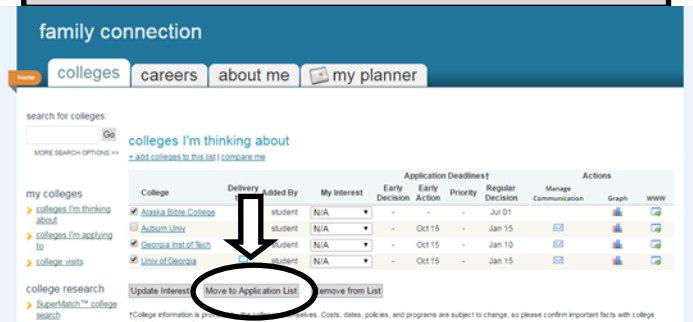
3. You should have a list of colleges here



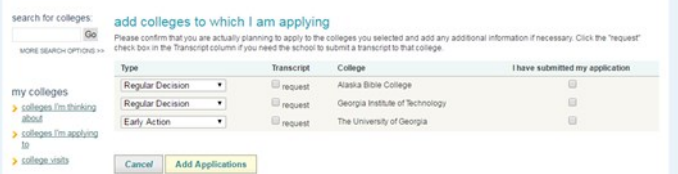
4. For the college you have decided to apply to, click the check box on the left



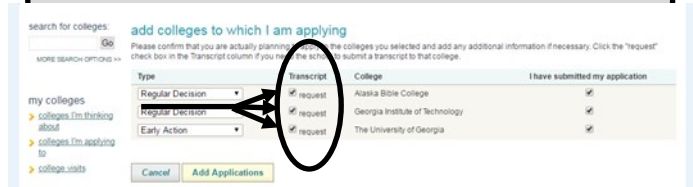
5. Click "MOVE TO APPLICATION LIST"



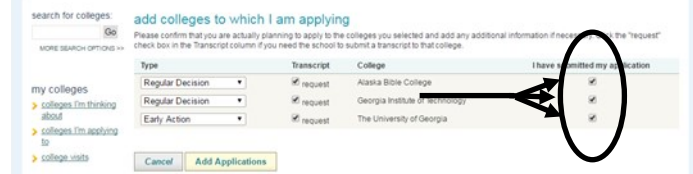
6. Select Decision Type for each school



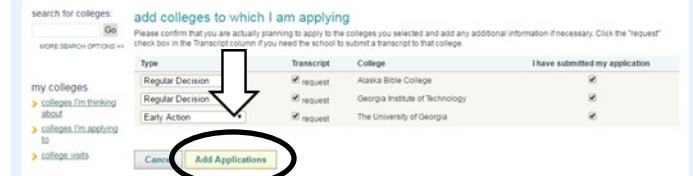
7. Check off the boxes under "TRANSCRIPT" for the schools you would like to request a transcript be sent to



8. Check off the boxes under "I HAVE SUBMITTED MY APPLICATION" because you have to submit an application before you can request a transcript



9. Click "ADD APPLICATIONS" (this sends your request to the counseling office)



10. Come to the counseling office to complete your transcript request card and pay \$2 per transcript.

You MUST come to the counseling office to complete this card in order for your transcript to be sent

Transcript Request Card

College/University or Other Institution's name	App	Credit	Electives	SAT/ACT	Counselor Review Requested	Counselor Review Completed	Date	Office Use Only	
								Completed	Transcript Sent
USA									
Flays							9/2	10/15	
GA Tech							1/5	10/15	
Flays									
U Florida							10/1	1/1	
Flays									
Alaska Bible College							12/1	7/1	
Happy Scholarship							1/1	2/1	
Flays									

Checking the status of a transcript request

1. Go to "COLLEGES" tab
2. Click "COLLEGES I AM APPLYING TO"
3. Under "Office Status" there are 2 possibilities:
 - Pending— The counseling office is still processing your request
 - Initial Materials Submitted— Your transcript has been mailed or electronically sent (Under "transcript" it will also say "sent" in green)