

REQUESTING OFFICIAL TRANSCRIPT via NAVIANCE

REQUEST YOUR TRANSCRIPT via Naviance

- Video Instructions: [Requesting College Transcripts](#)
- Login to Naviance. Username: School email address; Password: (you have created)
- Click on **COLLEGES** tab; then click “College I’m Applying To”
- Locate “**pink** plus sign” on the right side of screen to add a college
- Answer the questions on the screen for the college you are applying to and requesting a transcript for.
 - Type in the name of the school
 - Select application Deadline Type (Early Action, Priority, Regular decision, etc).
 - Select how you are submitting your application. Only use “**viaCommApp**” if you applied through the Common Application. All other applications are “**Direct with Institution**”. DO NOT USE “I’m Not Sure”
 - Put a next to “I’ve already sent my application”
 - Click on “**Add and request transcript**”
- Repeat for each school you are applying to

REQUESTING LETTERS OF RECOMMENDATION via NAVIANCE

LETTERS OF RECOMMENDATION

- Pay close attention to each college application to see if letters of recommendation are required. Either a teacher recommendation, counselor recommendation, or both.
- Be sure to know who they want the letter from and how many letters you need. If you need a letter of recommendation (or two) have direct conversations with the teacher or counselor or send them an email asking if they would write a letter for you.
- Give the recommender a minimum of at least **2 weeks** to write your letter.

Teacher Requests via Naviance: Video Instructions: [Letter of Recommendation Requests](#)

- Login your Naviance account
- Top right of the screen navigate to **Colleges > Apply to College**, and then scroll down to the bottom and click “**Teacher Recommendations**”
- Use the drop down menu to select a teacher(s) and add a note in the note box with deadline information and a “thank you”

Counselor Request

- Email/talk with your counselor. Complete a Senior Brag Sheet and resume.

FOR STUDENTS WHO ARE USING COMMON APP TO APPLY TO COLLEGE

If you are using the Comm App, you must Match your Common App account with Naviance before counselor can upload documents (transcripts, school reports, letters of recommendation)

Video Instructions: [Common App Registration and Account Matching](#)

1. Login to you Comm App.
2. Be sure you have completed your current school segment of the Education Section.
3. Add at least one college to your “My College List” if you have not already done so.
4. Click on the “My Colleges” tab; select the down drop to the right of the college name and go to Recommender/FERPA section; click “Complete Authorization Section” read and follow the prompts to to complete FERPA form.
5. Login to your Naviance account. Top right of the screen navigate to **Colleges > “Colleges I’m Applying To”** and you will see a **pink** banner to prompt you to **“Match Accounts”**.
6. Click the “Match Account” bottom. Be sure you use the **same exact email** address you used to set up your Common App account.