

REQUESTING YOUR TRANSCRIPT



After you submit your application, go to your “Colleges I’m Applying to” list in Naviance

Update application from “Unknown” to “Submitted”
Request your **initial transcript** be sent to the college



After you complete all steps on Naviance, you must then turn in a yellow transcript request form.

Available on wall outside Mrs. G’s office or in PowerSchool (if you are 100% virtual)



Transcript Request form must be turned in with \$3.00 cash or check

You must turn it in directly to your School Counselor
• ***Be prepared to pull up your Naviance account***
DO NOT place in their mailbox (in the Main Office or School Counseling Office)!