

College Application and Transcript Request Checklist

Please read this packet carefully prior to requesting transcripts.

CEEB/SCHOOL CODE: 210570

All transcripts must be requested through Naviance. The cost of each official transcript is \$2 and must be paid to the School Counseling Secretary or Registrar upon request. Unpaid transcript fees will be submitted as an obligation.

Option 1: Requesting official transcripts for colleges:

1. Add the colleges you are applying to under the “colleges” tab → “colleges I’m applying to” → “add to the list”
 - a. Choose the correct application type (ie- Early Action) and check to be sure the correct deadline date is listed after you add the college
 - b. **Be sure to check the transcript request button (in addition to the other columns) when adding each college!!!**
2. Make sure that you have completed the required tasks which are located under “about me” → “success plan” → “tasks”:
 - a. Resume
 - b. Teacher Recommendation Request
 - c. Counselor Recommendation Self Evaluation
3. Send an email to your counselor notifying them you have completed the steps above:
 - a. Colleges Tab → “Colleges I’m Applying To”
 - b. Under Teacher Recommendation, click “add/cancel requests”
 - c. Select your counselor’s name
 - d. Under Personal Note, tell your counselor your nearest college application deadline
 - i. Example: “My college application deadline is December 1st”
 - e. Click “Update Requests”
4. See directions below if using the Common Application for any college applications:
 - Go to www.commonapp.org
 - Create a username and password for your login. Make it something you can remember because you will need that information later in the process.
 - Search for the schools you are applying to
 - Add the schools to your common app list
 - Complete the Privacy Notice for the common application (colleges recommend that you waive your FERPA rights)
 - Enter your common application username and date of birth in the common application matching screen in Naviance (Colleges I’m applying to tab)
5. Make an appointment with your counselor to make sure that all of the steps have been followed and to ask any questions.

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Option 2: Requesting official transcripts for personal use or to “hand-carry”:

1. Login to Naviance
2. Click on the Colleges tab
3. Click on the transcript button located in the left column under “resources”
4. Click on the “request transcripts for scholarships or athletics” link
5. Fill out the deadline date, your name, and put “hand-carry” in the “other notes” row

Option 3: Requesting official transcripts for scholarships:

1. Login to Naviance
2. Click on the Colleges tab
3. Click on the transcript button located in the left column under “resources”
4. Click on the “request transcripts for scholarships or athletics” link
5. Fill out all of the information, including the scholarship recipient’s address. If you intend to mail the transcript yourself, put “hand-carry” in the “other notes” row.
6. If you need a recommendation and/or supplemental forms filled out by your counselor, please complete a **“Scholarship Recommendation Letter Request Form,”** attach supplemental forms, and turn into your counselor at least two weeks prior to the scholarship deadline date.

Option 4: Requesting mid-year transcripts:

1. Click on the “request transcripts for scholarships or athletics” link
2. Fill out the specific information for the college and click on send mid-year transcript.

Some colleges do not accept electronic copies of information. If a school does not accept them electronically you WILL receive a slip that states: “Please see Mrs. Sponsler during Pride Period today to pick up your college application packet for the following schools”. You will need to pick up the packet to be mailed out.

**TRANSCRIPTS MUST BE REQUESTED AT LEAST THREE (3)
WEEKS PRIOR TO THE APPLICATION DEADLINE!**