

Arundel High School Transcript Request for College Applications

Please complete the steps in Naviance on the reverse side of this page before turning in your transcript request.

Student Name: _____

College Name	Application Deadline Date	Common Application? (Are you applying using the Common Application? Write "Yes" or "No")	Check here to confirm that transcript request was also entered in Naviance

Submit this form to the Counseling Secretary, Ms. Sponsler @ tsponsler@aacps.org. The cost is \$2 per transcript and can be paid on-line. Unpaid transcript fees will be submitted as an obligation.

Total # Transcripts: _____

Total requests x \$2 = _____

*Check here if you receive
Free/Reduced Price Lunch
(fee waived):* _____



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Complete the following steps before turning in request form and payment:

Step 1: Add the colleges to your application list in Naviance:

- a. Login to Naviance (link is on right side of the Arundelhigh.org homepage) by typing your student ID# for both the email and password
- b. Go to the “Colleges” tab in Naviance, click on the “Colleges I’m Applying To” link
- c. Click the red plus sign (+) on the right side of the page
- d. Search for and select your desired college, choose your application deadline type, choose the correct application deadline type (e.g. Early Action, Early Decision, etc.); Check to be sure the correct deadline date is listed after you add the college; Choose how you will submit your application (Common App or directly to the college)
- e. Click “Add and Request Transcript”
- f. Select “Initial” as your transcript type
- g. On the next page, click “Request and Finish”

Step 2: (Complete Step 2 ONLY if using the Common Application for any college applications):

- h. Go to www.commonapp.org and create an account
- i. Search for the schools you are applying to
- j. Add the schools to your common app list
- k. Complete the “FERPA and Recommenders” questions under the Colleges section (colleges typically recommend that you waive your right to review recommendations)
- l. Go to the “Colleges I’m Applying To” section of Naviance and enter the email associated with your Common Application account, as well as your date of birth, in the Common Application Matching box

Step 3: Complete form on reverse side of this page, make your on-line payment & turn in to the counseling secretary at tsponsler@aacps.org

