

How to Request a Transcript

These Instructions are Intended for Current Seniors ONLY

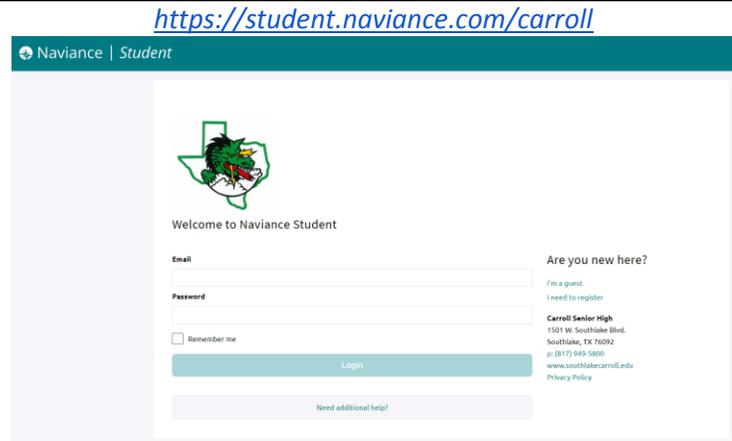
Step 1: Log-in to Naviance Student

username: email address

password: you set this

**If you have trouble logging in, email your counselor.*

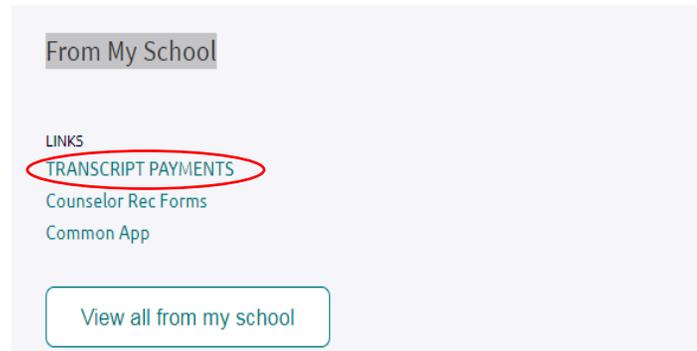
***NOTE:** Before you request your transcripts to be sent to any schools, you need to **submit your college application** to the schools you are applying to **FIRST**, and be sure to request your transcript in Naviance **NO LATER THAN 3 WEEKS PRIOR TO THE APPLICATION DEADLINE.**



Step 2: Pay for your transcripts.

BEFORE PROCEEDING: Read your Naviance Homepage, pay close attention to everything under **Welcome Class of 20__!**

Scroll to the bottom of the homepage. Under **“From My School”** click on **TRANSCRIPT PAYMENTS**



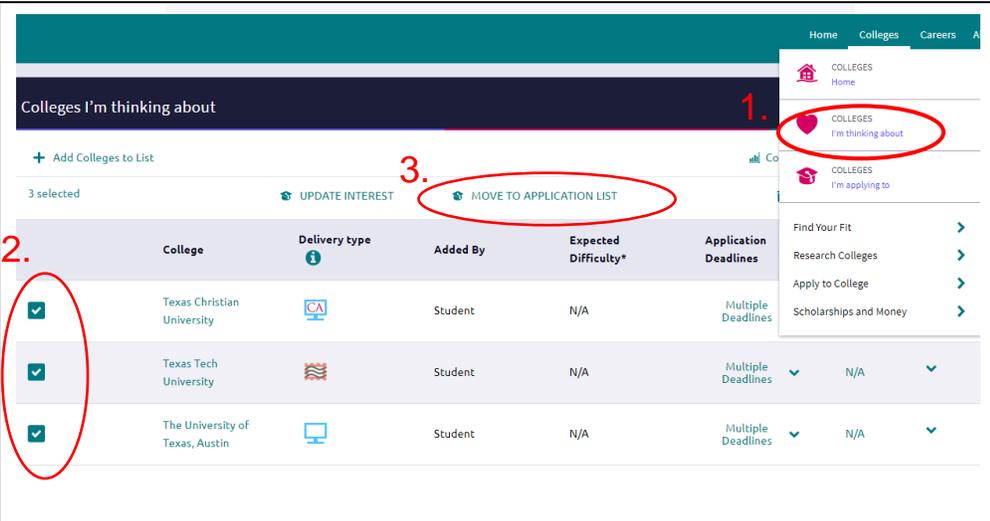
Step 3: Move your schools from

“Thinking about” to “Applying To”.

1. Click **“Colleges”** and then select **“Colleges I’m Thinking About”**
2. Place a **check** next to each college you have applied to.
3. Click **Move to Application List.**

***You can add schools directly to your Colleges I’m Applying To list by clicking:**

 Located in the upper right corner of the **Colleges I’m applying to** page.



Step 4: You will be taken to the screen “Move to College Applications”.

Answer the questions on this screen for each school you are requesting a Transcript to be sent.

1. Select the deadline.
2. Select how you submitted your application. If you used the Common Application select “Via Common App” for all others, including Apply Texas, select “Direct to Institution”.
3. Put a check mark next to I’ve already sent my application.
REMEMBER: If you have not submitted your application yet, do not request a transcript.
4. Click on **Add and Request Transcripts**.

STEP 1 Add Applications STEP 2 Request Transcripts

University of Alabama at Birmingham (UAB)

1. Which application deadline do you prefer?
Early Action
2. How will you submit your application?
Via Common App
3. I've already sent my application

Add Applications **ADD AND REQUEST TRANSCRIPTS**

Step 5: You will be taken to the next screen to complete Step 2.

1. Select the type of Transcript you are requesting. You will select **Initial** to be sent with your application.
2. You **WILL NOT** be able to send unofficial ACT or SAT scores, so **DO NOT** select those boxes.
3. Click Request and Finish

STEP 1 Add Applications STEP 2 Request Transcripts

What type of transcript are you requesting?

Initial
 Mid year
 Final

What additional materials, if any, do you want included?

Unofficial SAT Scores
 Unofficial ACT Scores

Where are you sending the transcript/s?

Texas Christian University Texas Tech University The University of Texas, Austin

Request and Finish

Requesting Mid – Year and Final Transcripts Later On

1. Select “College I’m Applying To”
2. Place a check next to the schools you need a transcript sent.
3. Click on **Request Transcripts**
4. From there refer to Step 5.

Colleges I'm applying to

3 selected + extended profile available

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> University of Alabama at Birmingham (UAB)	EA	Early Action	N/A	no request	Pending		Submitted <input type="checkbox"/> EDIT MORE
<input checked="" type="checkbox"/> The University of Alabama	RD	Regular Decision	N/A	requested	Initial materials submitted		Accepted <input type="checkbox"/> EDIT MORE
<input checked="" type="checkbox"/> Baylor University	RD	Regular Decision 1	N/A	requested	Initial materials submitted		Accepted <input type="checkbox"/> EDIT MORE

+ REQUEST TRANSCRIPTS

You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

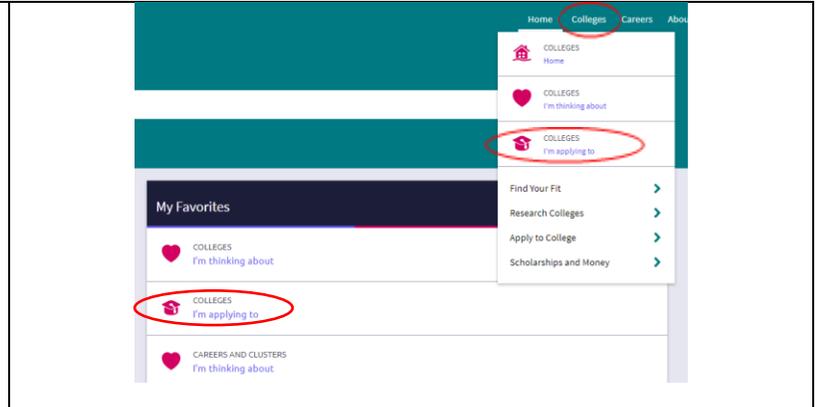
Below, see how to:

- *Check the Status of your Transcript Requests
- *Request a Transcript for Scholarships

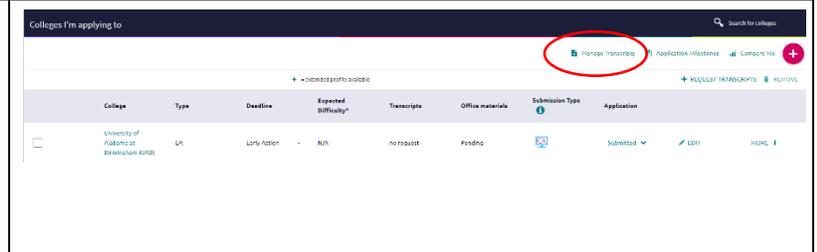
- *Send a Transcript to the NCAA Eligibility Center
- *Add a Teacher Recommendation Request

Request Other Transcripts for Scholarships, Athletics, ect

Step 1: Go to “College I’m Applying To”



Step 2: Click on **Manage Transcripts**



Step 3: Here you can see the date you **requested** it, the date it is **due** and when it was **mailed**.

*If a school has notified you that they do not have your transcript then you need to **contact the admissions office first**.

*Many times there is a lag time between when the transcript is sent and when their system updates. You can provide them with your confirmation number, found in naviance.

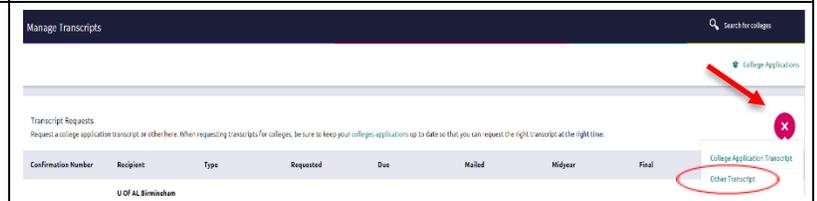
Transcript Requests
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm
23474517	U OF AL Tuscaloosa	College App	05/02/19	-	Cancelled	Requested	Requested	
23474518	Baylor Univ	College App	05/02/19	02/01/18	Cancelled	Requested	Requested	
23778992	U OF Colorado Denver	College App	08/01/18	07/22/19	Cancelled	-	-	
23478106	U OF Oklahoma	College App	05/16/19	02/01/18	Cancelled	-	Requested	
24038560	Our Lady Of The Lake Univ	College App	05/21/19	-	Pending	-	Requested	

REQUESTING OTHER TRANSCRIPTS for Scholarships, Athletics, Ect:

STEP 1: From the **Manage Transcripts** Page:

1. Click the red addition **+** sign:
2. Then click on **Other Transcripts**.



Step 2: You will answer all of the questions on this page for each “Other Transcript” you are requesting.

1. Select the type of transcript you need sent: **Initial, Mid-Year, or Final.**

2. Select what the transcript is for: **scholarship, athletics, or other.**

3. You **WILL NOT** be able to send unofficial ACT or SAT scores so **DO NOT** select those boxes.

4. **Input the Date** it is due

5. **Fill in the address** it needs to be sent to

6. Click **Request and Finish**

What type of transcript are you requesting?

Initial
 Mid year
 Final

What is this transcript for?

Scholarship
 Athletics
 Other

What additional materials, if any, do you want included?

Unofficial SAT Scores
 Unofficial ACT Scores

When is this transcript due?

Request and Finish

<p><u>Transcripts for Athletics:</u></p> <p>Step 1: If you are wanting to play college sports, Register with the NCAA Eligibility Center FIRST. ***This should be done at the END of JUNIOR Year. ***</p> <p>You do not need to request this through Naviance, once a student has registered with NCAA their transcripts are uploaded at the appropriate times.</p> <p>**In other words, all you need to do is register with the Eligibility center and your transcripts will be upload.</p>	<p style="text-align: center;">https://web3.ncaa.org/ecwr3/</p> <div style="text-align: center;">  </div>
<p><u>Unofficial Transcripts:</u></p> <p>If you need an unofficial transcript for anything you can assess this through your Skyward Account.</p> <p>Step 1: Log into Skyward Student Access</p> <p>Step 2: Click on Portfolio</p> <p>Step 3: Click on your most recent transcript.</p>	<p>You can use <u>UNOFFICIAL TRANSCRIPTS</u> for many things:</p> <ol style="list-style-type: none"> a. Fill out your Self-Reported Academic Record (SRAR) when filling out College Applications b. Check your current GPA c. Scholarships d. Send to college coaches e. Give to sponsors for organizations like: NHS f. Fill out your Self-Reported Academic Record