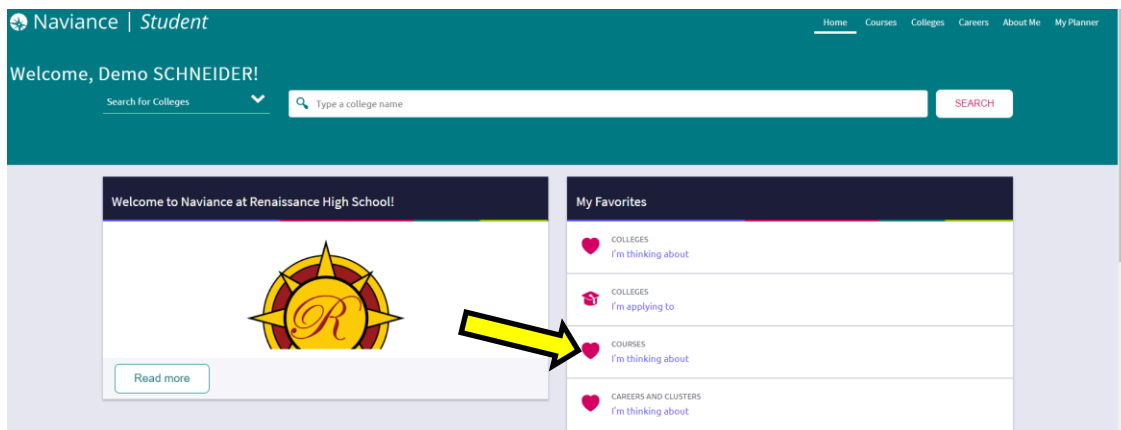


High School Transcript Request

(Naviance Instructions)

DO NOT REQUEST HIGH SCHOOL TRANSCRIPTS FOR COLLEGES UNTIL YOU HAVE COMPLETED THE COLLEGE APPLICATION!

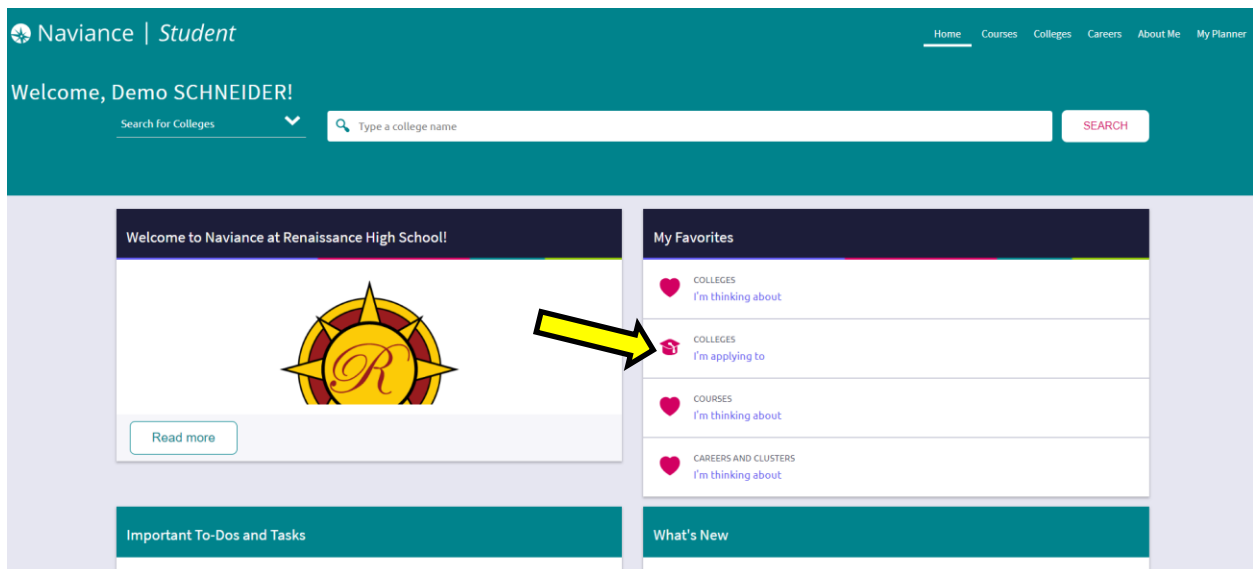
1. Log in to **Naviance**.
 - a. Instructions to log on to Naviance are located on the [RHS Counseling Naviance website](#).
2. **Add** Colleges to “Colleges I’m Thinking About” and **move them** to “Colleges I’m Applying To” (If Step 2 is done, move on to Step 3.)



Step-by-step Instructions:

- a. Colleges I’m Thinking About > Add Colleges to List > Click on ♥ (NOT CHECK BOX! IT MUST BE THE HEART!) to add to “Colleges I’m Thinking About”
- b. Colleges I’m Thinking About > Click on box next to college > Move to Application List > Fill in drop down menus > Click on Add Applications

3. Click on “**Colleges: I’m applying to**” tab



4. Click on “Request Transcripts”

The screenshot shows the Naviance Student interface. At the top, there is a navigation bar with 'Home', 'Courses', 'Colleges', 'Careers', 'About Me', and 'My Planner'. Below this is a header for 'Colleges I'm applying to' with a search bar. A green banner indicates that the user's Common App account has been matched. In the top right corner, there are icons for 'Manage Transcripts', 'Application Milestones', 'Compare Me', and a plus sign. A yellow arrow points to the '+ REQUEST TRANSCRIPTS' button. Below this, there is a section for 'College that I'm attending:' with a dropdown menu showing 'N/A' and an 'Update' button. At the bottom, there is a section for 'Letters of recommendation' with a link to the 'letters of recommendation section'.

5. Click on the following:

- Type of transcript needed
- College you want the high school transcript sent too.
 - College(s) should be listed under **Where are you sending the transcript/s?**
- Students do not need to click on test score options. SAT and ACT scores are included on West Ada High School transcripts.
- Request and Finish

The screenshot shows the 'Request College Application Transcript' form. At the top, there is a 'Cancel' button and the title 'Request College Application Transcript'. Below this is a teal banner with instructions: 'Use this form to request transcripts for your college applications. 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.' The form has three main sections: 1. 'What type of transcript are you requesting?' with three radio buttons: 'Initial', 'Mid year', and 'Final'. A yellow arrow points to the 'Initial' radio button. 2. 'What additional materials, if any, do you want included?' with two checkboxes: 'Test scores' and 'SAT scores'. A large red 'X' is over the 'Test scores' checkbox. 3. 'Where are you sending the transcript/s?' with a dropdown menu showing 'No Preference'. A yellow arrow points to the dropdown. At the bottom, there is a 'Request and Finish' button. A yellow arrow points to this button.