PRHS Guidance Dept. 2019-2020

Requesting Transcripts/
Letters of Recommendation
How Do I Start?

https://student.naviance.com/pinerichland
Requesting Transcripts

Sign in using your school district email and password through Clever!

New to the high school? See Mrs. Whalen in the Guidance Office.
Requesting Transcripts
Matching Your CA

You are viewing Naviance Student as Pine Richland

Naviance | Student

Colleges I’m applying to

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts

Application Milestones  Compare Me

College that I’m attending:

N/A
Requesting Transcripts

Colleges I’m applying to

✓ Your Common App account has been matched.
  Your FERPA status is not waived. You’re ready to apply to colleges using Common App.

College that I’m attending:

N/A

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.
Requesting Transcripts

Naviance | Student

Add New College Application

STEP 1
Add Application

STEP 2
Request Transcript

Which college are you applying to?
- Virginia Tech

Selection:

App type
- Regular Decision

I’ll submit my application

☐ I’ve submitted my application
Requesting Transcripts

- Early Decision II
- Rolling
- Restrictive Early Action
- Priority
- Other
- Early Action II
- Regular Decision

- I'll submit my application
- I'm not sure yet

- I've submitted my application
  - I'm not sure yet

- Via Common App
- Direct to the institution
  - I'm not sure yet
Required Forms

Complete one time!

Required: Parent/student signature

This form should be turned in before senior year!
**Forms**

PRHS TRANSCRIPT REQUEST FORM

**FOR OFFICE USE ONLY**

**STUDENT HAS COMPLETED**
- Enrolled Transcript
- Letter Grade / Honor Roll
- Completion of Prerequisite

**FOR OFFICE USE ONLY**

**DIRECTIONS:** A separate form must be completed for each institution to which you are applying.

_We require that students submit their application to each specific institution and enter their institution in their Naviance account BEFORE requesting a transcript._

**Date Form Submitted** __________  **Application Deadline** __________

**Student Name:**

**Name of College or Scholarship:**

A MINIMUM OF TEN BUSINESS DAYS IS REQUIRED TO GUARANTEE COMPLETION OF THIS PROCESS. CHECK THE ITEMS THAT ARE TO BE SENT TO AN INSTITUTION BY THE GUIDANCE OFFICE.

☐ I have completed and submitted any application to the above-enumerated school or scholarship.

☐ I applied using:  ☐ Common App  ☐ School Specific  ☐ Coalition

**Applying to Common App, you must have registered on the Common App website, completed the waiver on Common App, and linked your Naviance account with your Common App.**

Please send the following to this school:

☐ Official Transcript

☐ Secondary Form (Please check one of the following):
  - ☐ Common App
  - ☐ School Specific
  - ☐ SENDeS

☐ First Quarter Report Card

☐ Midyear Grades (with attached form* Circle YES or NO)

☐ Counselor Recommendation (Please attach brag sheet and/or resume with this form.)

☐ Early Decision Agreement (This is NOT Early Action; can only be checked for one school)

**Student Signature**

**FOR OFFICE USE ONLY**

- ☐ Trans
- ☐ MYRC
- ☐ QERC
- ☐ Secondary Form

- ☐ Initiate: __________  Date: __________

**Sent:**

- ☐ Electronic
- ☐ Fax
- ☐ Mail
- ☐ SENDeS

- ☐ Initiate: __________  Date: __________

Dec 2017

**NOT REPORTED ON TRANSCRIPT:**

Rank

SAT and ACT Scores
Counselor/Teacher Letters of Recommendation
Research admission requirements
Ask your teacher and counselor in person
Counselor letters will be sent with transcript
_do not_ request a teacher letter of recommendation through the Common App
PRHS is a Naviance school
Follow directions!
Counselor/Teacher Letters of Recommendation

![Image of a web page for family connection with options to request letters of recommendation.](image-url)

<table>
<thead>
<tr>
<th>Recommendation For</th>
<th>Deadline</th>
<th>Recommender(s)</th>
<th>Status</th>
<th>Cancel Request</th>
</tr>
</thead>
</table>

Your recommendation requests will show up here.

Add Request
Students may use the Resume Builder in Naviance or create their own.
✓ Finalize your college list – Apply!
✓ Log into Naviance
✓ Search for colleges
✓ Add colleges and type of application
✓ If using the Common Application match your accounts
✓ Complete and submit to Guidance your Transcript Request & Parent Signature forms
✓ Follow directions for letters of recommendation

STUDENT ATHLETES
CONTINUE TO NEXT SLIDE
**WORKFLOW FOR NCAA TRANSCRIPT REQUEST**

**NCAA Website**
- Student registers with NCAA @ www.ncaa.org
- Click on Student Athletes
- Create Account
- Complete Registration
- Send Transcript (Guidance Office)
- Test Scores (College Board and/or ACT)

**Guidance Office**
- Student completes Transcript Request form and submits to Guidance Office.

**Student**
- If you have attended another high school, NCAA will only accept an official transcript directly from that specific high school.
Please stop and see us in the Guidance Office. We have helped many students navigate the college admission process. Let’s build a great future together!