1. Log into your Naviance account (http://connection.naviance.com/pinerichland)

2. Click on the Colleges tab

3. Click on Colleges I’m Applying To

4. Add a college(s) to the list by clicking on Add to this list. You can also move colleges from your Colleges I’m Thinking About List to the Colleges I’m Applying To by checking the box and clicking on the Move to Application List or simply add your colleges directly to Colleges I’m Applying To

5. Enter what type of application. Regular, rolling, early decision, etc. Not sure? Check your application.

6. Select the college name and location

7. Check the box: I have submitted my application. **We cannot process transcript requests until after you have completed and submitted your applications.

8. Click on add colleges (bottom of page)


10. Click on the Add Colleges button at the bottom of the page

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Once you have completed the above steps, complete a Transcript Request form and submit it to one of the secretaries in the guidance office. Please attach the documents listed below if required by the college and/or Guidance Office.

- **Secondary School Report form**: Some colleges (i.e.; Virginia Tech) require the counselor to complete and send this form with your transcript
- **Brag Sheet** - If you are requesting a recommendation from your counselor, please attach your brag sheet and resume. The brag sheet is found in Naviance under the About Me tab. Answer the questions, print and attach to the Transcript Request form.
- **Resume** – The resume template is also found under the About Me tab in Interesting Things About Me. Print a copy to give to your teachers and your guidance counselor.

**Pink Transcript Request form** does not include rank. Requires student signature.

**Gold Transcript Request form** includes rank and will need both a parent and student signature.

Questions? Please stop and ask us in the Guidance Office!