

NAVIANCE STUDENT TRANSCRIPT REQUEST QUICK REFERENCE GUIDE

1. Log into your Naviance account – <https://student.naviance.com/pinerichland>
2. Click on the **Colleges** tab
3. Click on **Colleges I'm Applying To**
4. Applying Common App? Match your Naviance and CA accounts. Those colleges will automatically transfer into your Naviance account.
5. Not applying CA? Need to add non-CA colleges? Click the **Add** button (+ sign) to add a college(s) to the list. Select the college name and location.
6. From **App Type** click the drop-down to identify your answer. Enter what type of application. Regular, rolling, early decision, etc. Not sure? Check your application.
7. How did you submit your application? Common App? Direct to the institution? (Use this for Coalition App.)
8. Check the box: **I have submitted my application.** **We cannot process transcript requests until **after** you have completed and submitted your applications.
9. Click on **add application** (bottom of page).
10. 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**.

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Complete one Parent Signature form for the year.

Once you have finished applying to college and added those colleges into your Naviance account, complete a **Transcript Request** form and submit it to the Guidance Office. Please attach the documents listed below if required by the college and/or Guidance Office.

- **Secondary School Report:** 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 Survey is under the **About Me-Home** tab. Answer the questions, print and attach to the Transcript Request form. Students can also copy and paste the Brag Sheet onto a word document and email it to their recommenders.
- **Resume** – The resume template is also found under the **About Me- Home** tab. You can print or export your resume through Naviance.

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!