

## TRANSCRIPT REQUEST REFERENCE SHEET

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*)
9. Applying via Common App? Match your Naviance and CA accounts. Not using the Common App? Click on **Not Needed.**
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!