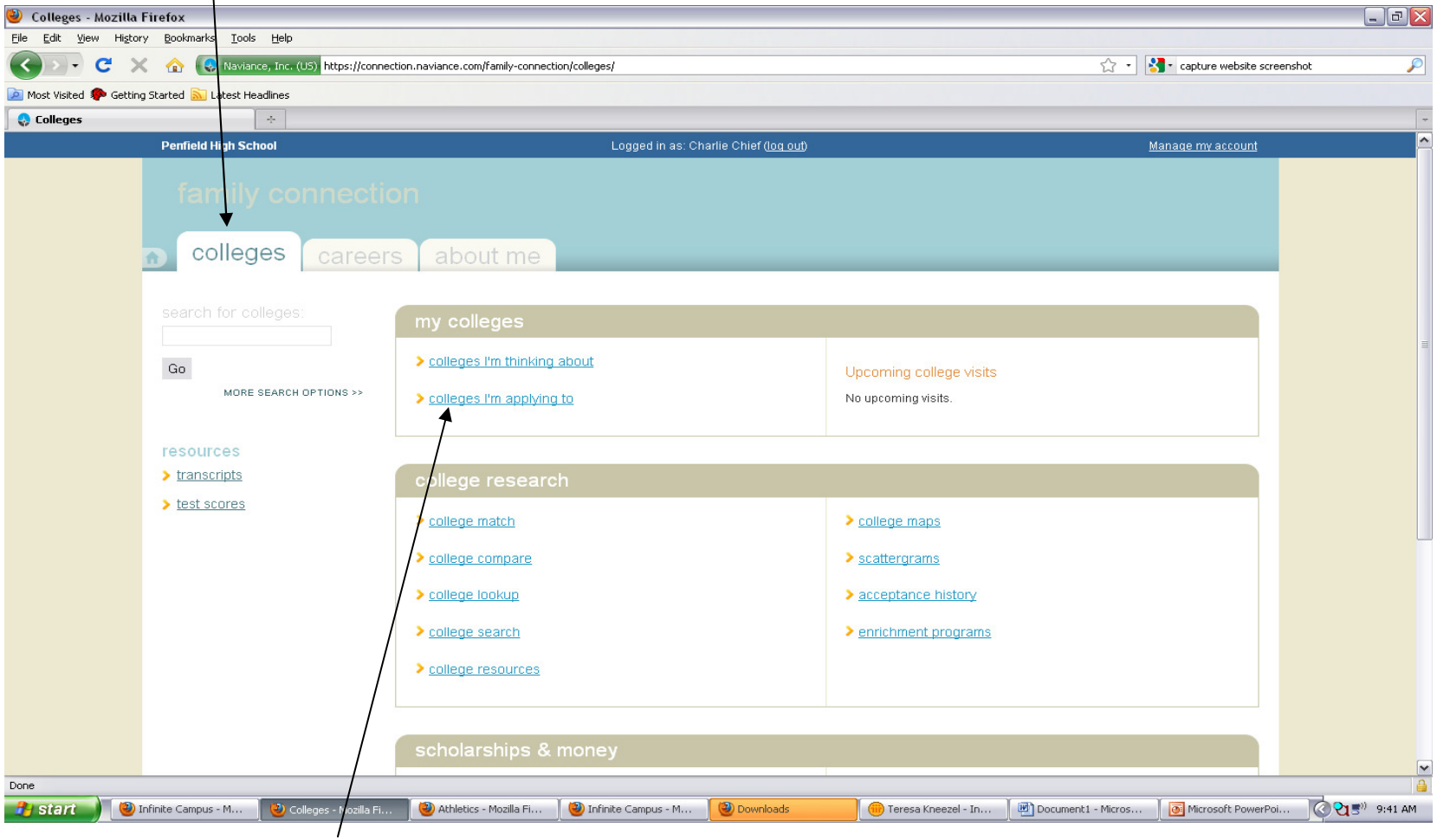
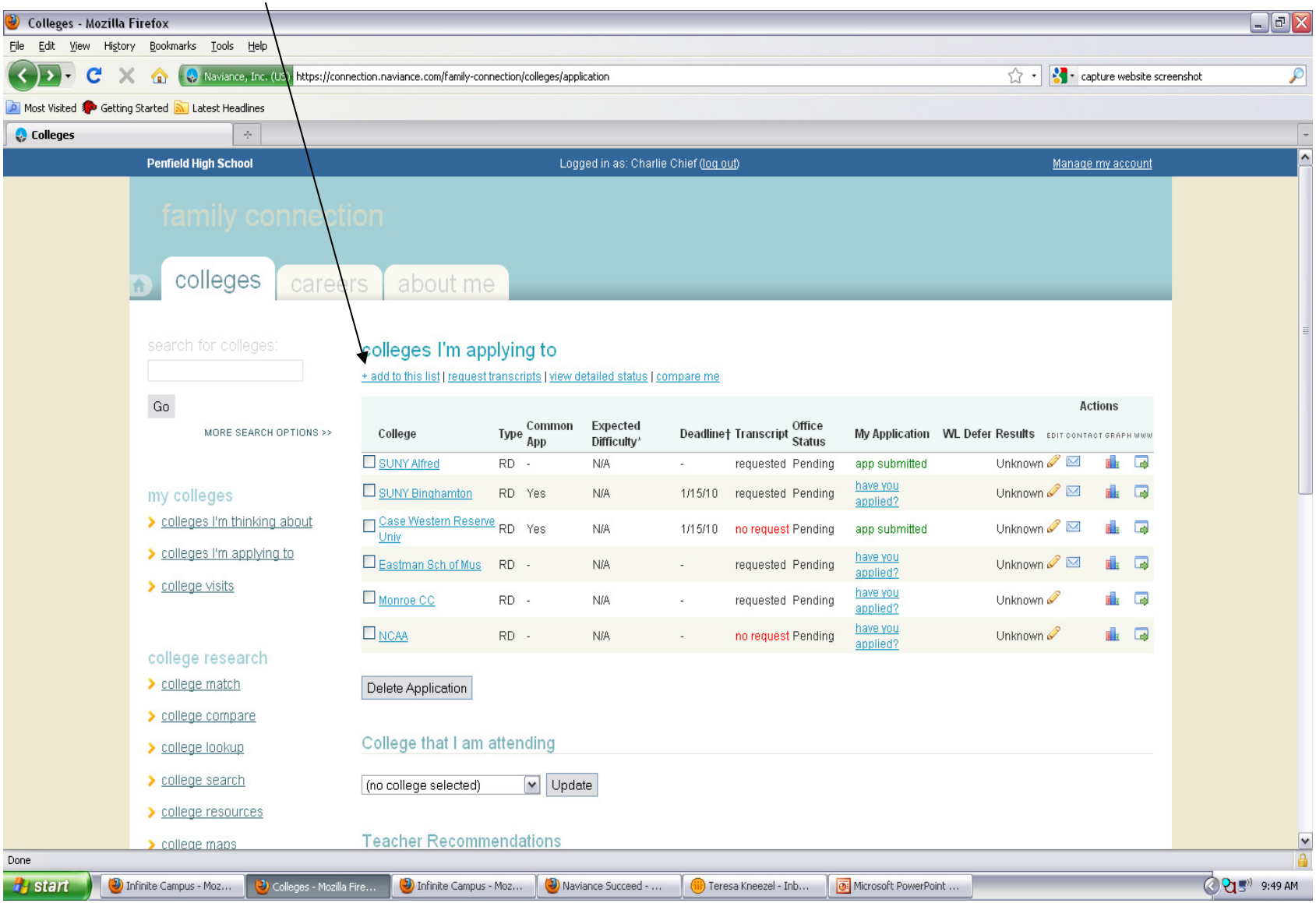
How to use Naviance to request that records (transcript, counselor documents) be sent to colleges.

1. In Family Connection, click on Colleges on top right-hand side of the screen.

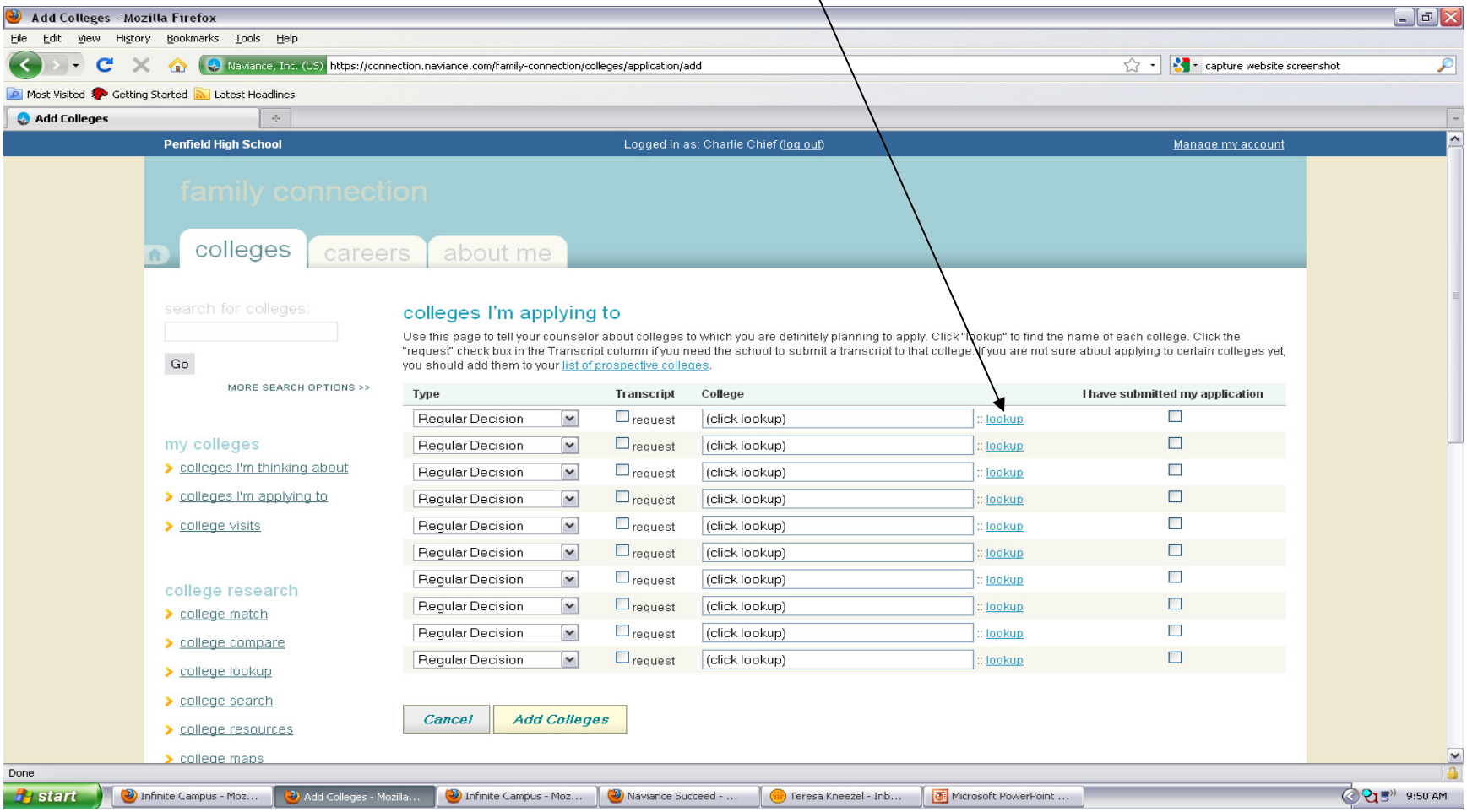


2. Click on “Colleges I’m applying to”.

3. Click on “+ add to this list”.

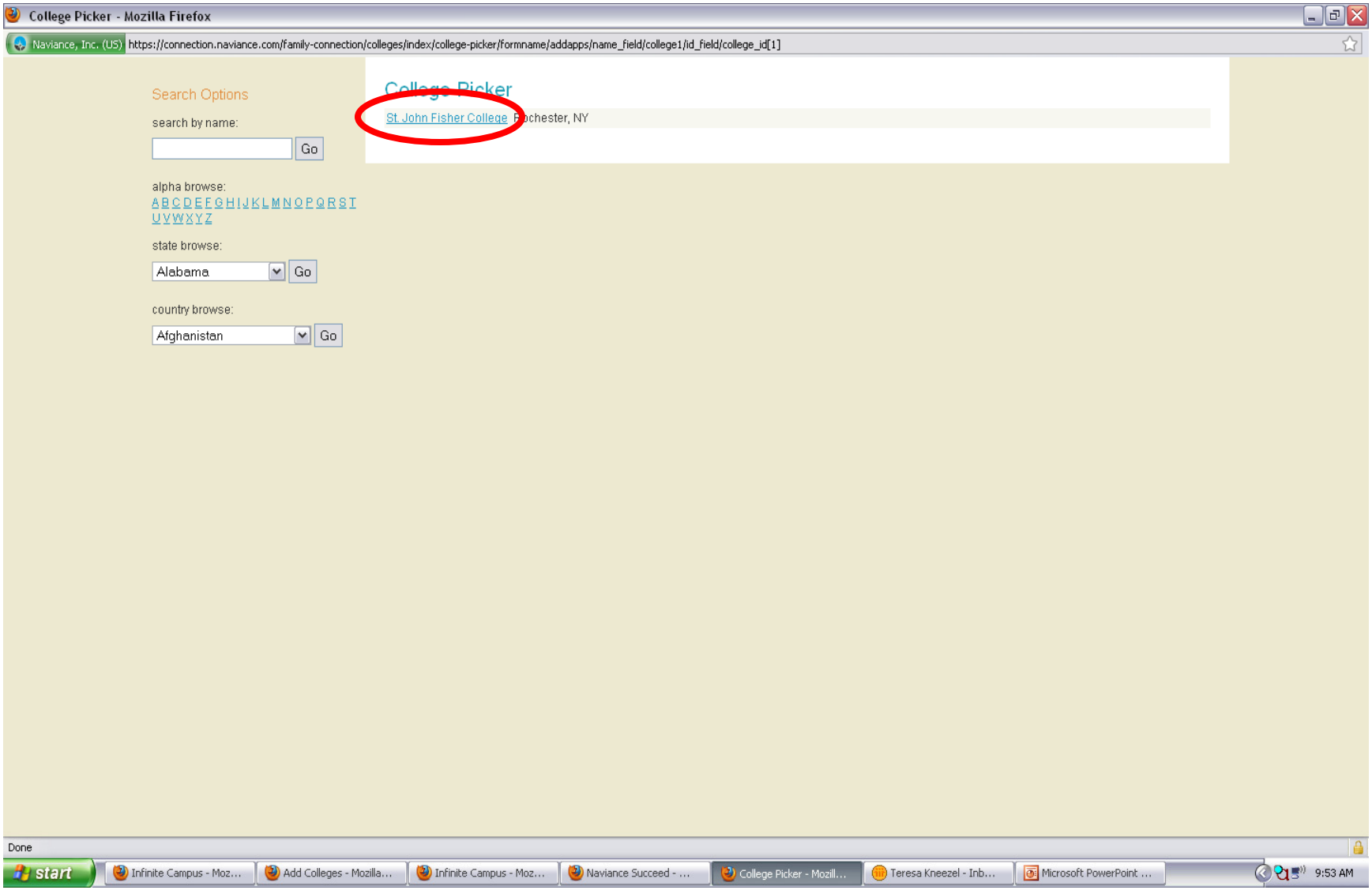


4. Click on “lookup” to add a college to your list.

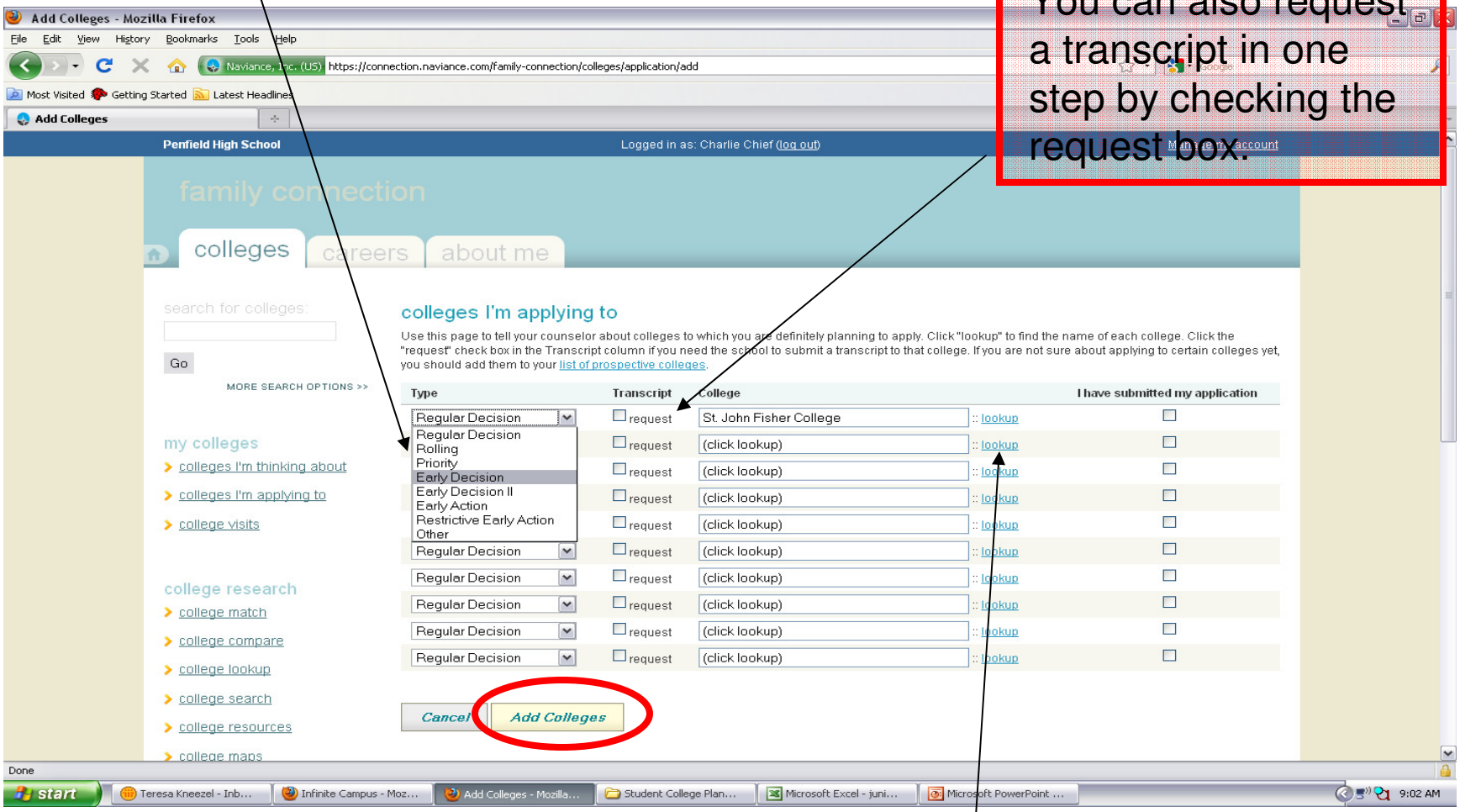


5. Search for the college by name or browse through the list of colleges our students have applied to in the past.

6. Click on the school.

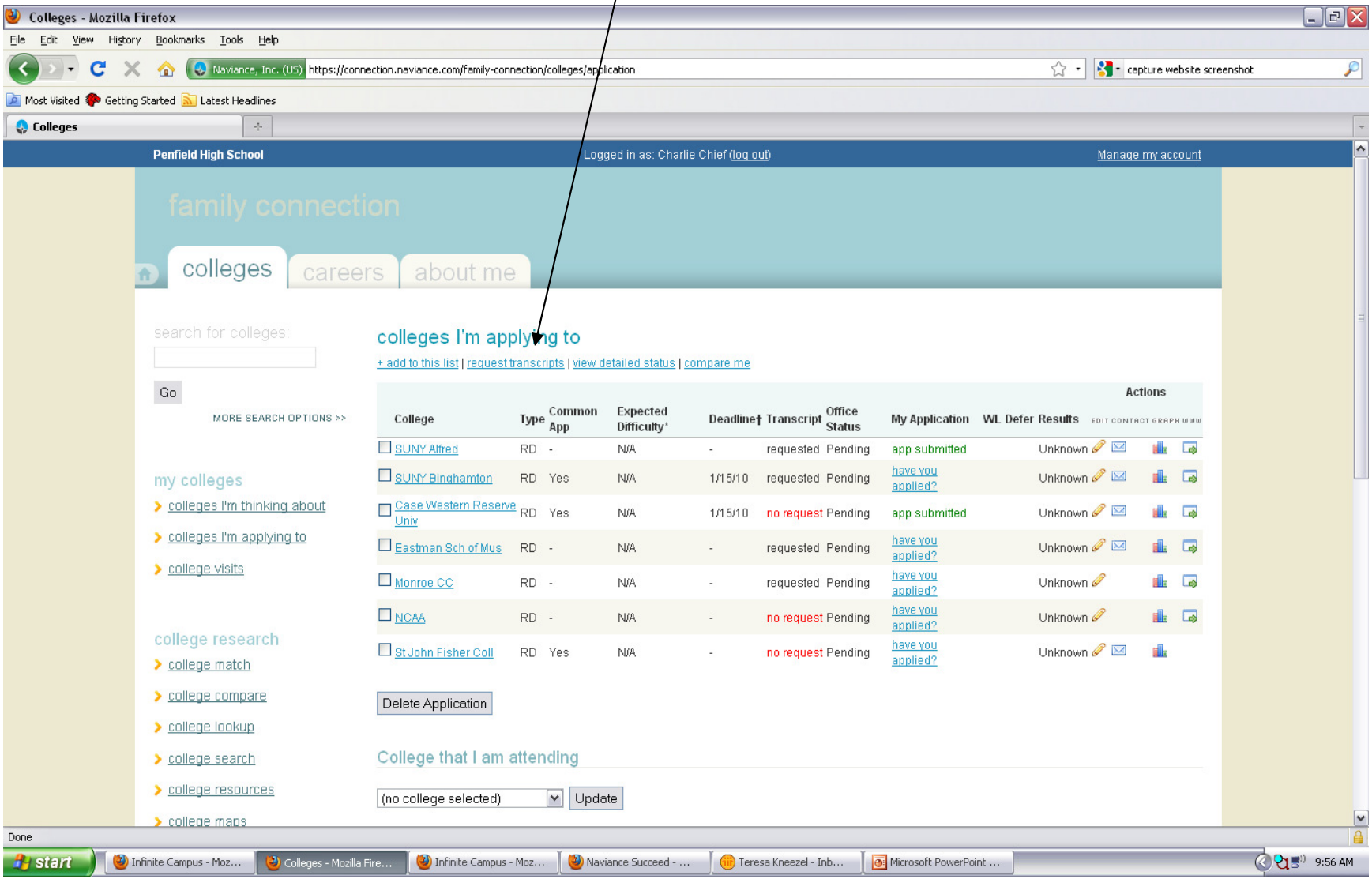


7. Check the type of college application (e.g., Regular Decision, Early Decision).

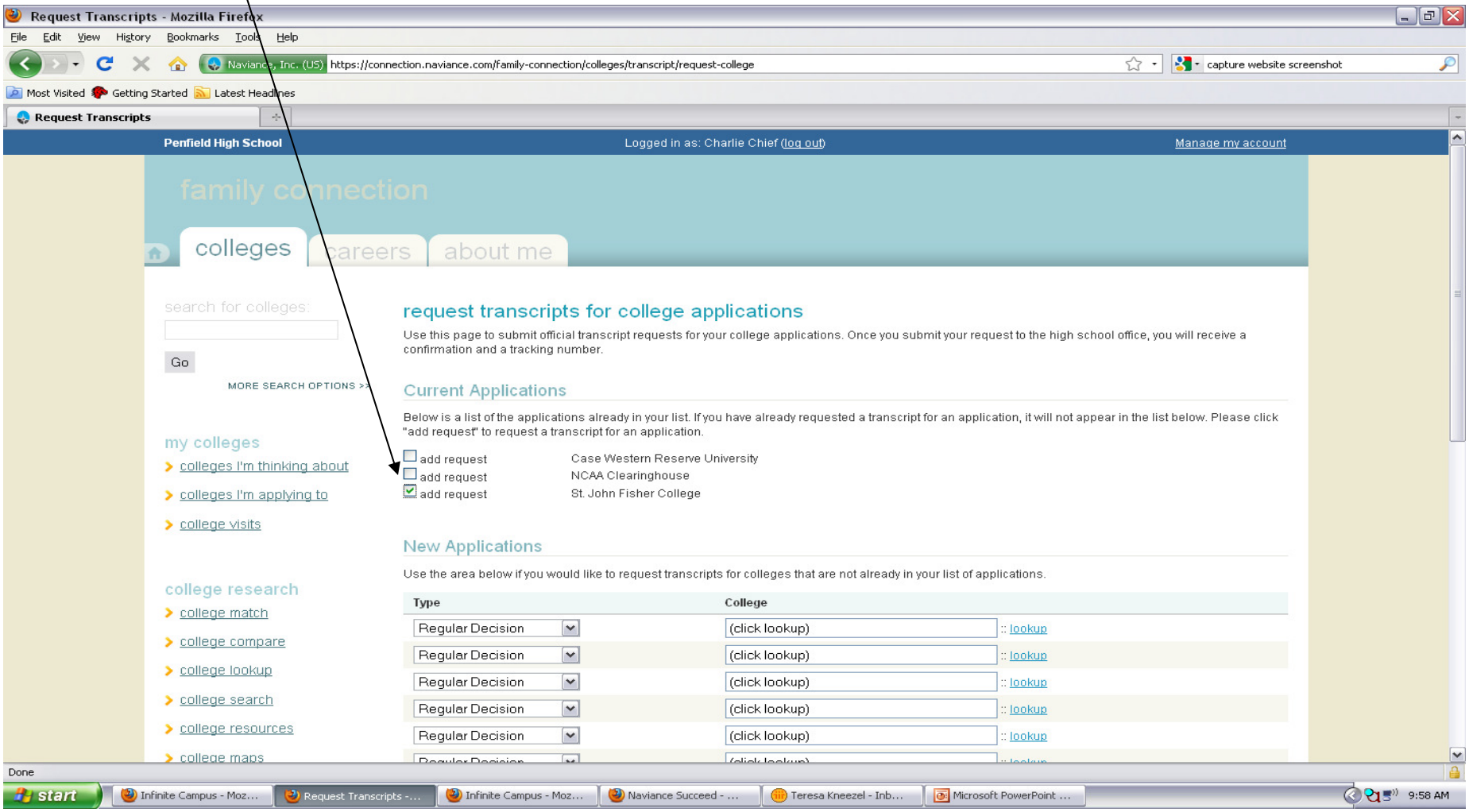


8. Continue adding additional schools by clicking “lookup”. When you are finished adding colleges, click “Add Colleges”.

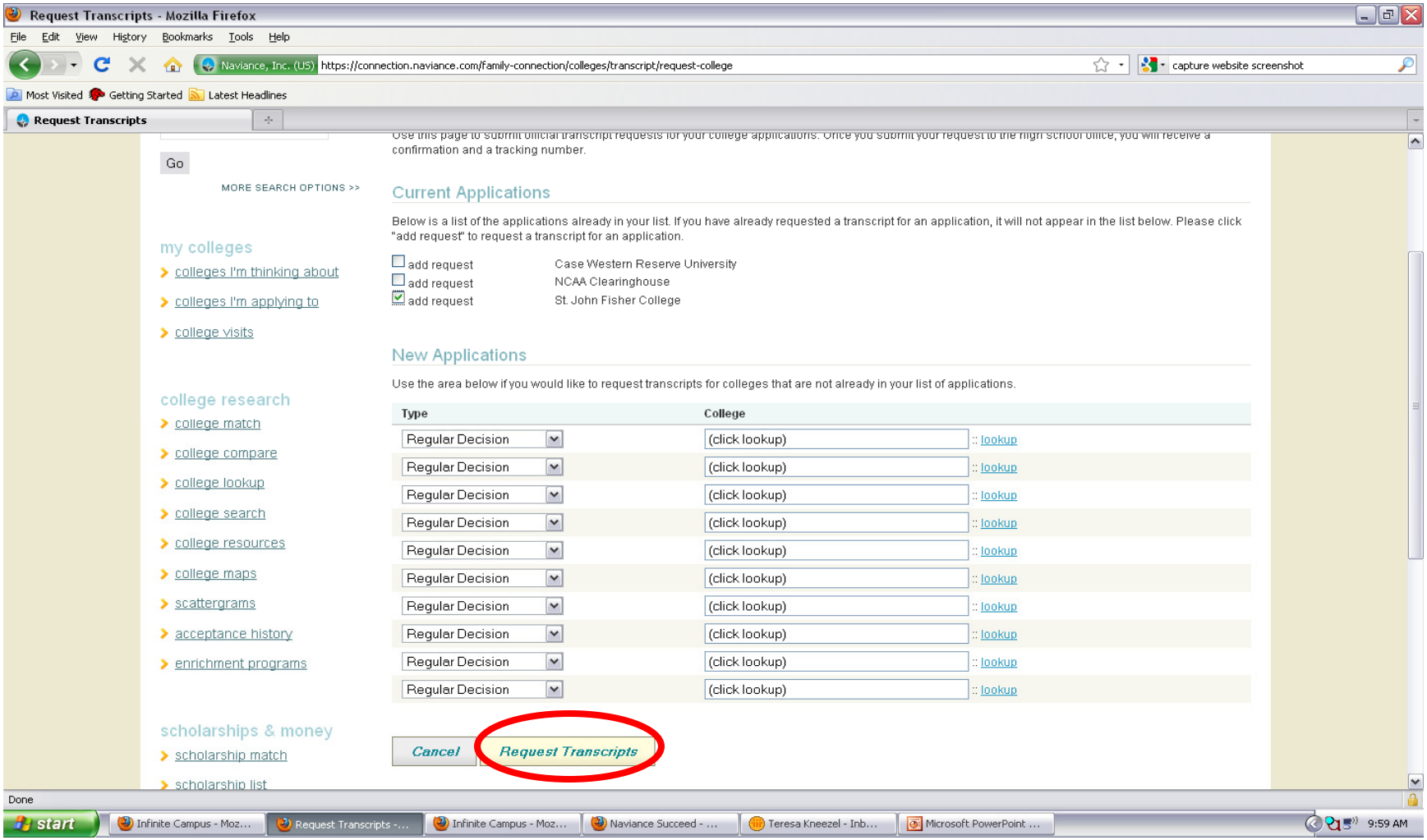
9. To request a transcript, click “request transcript”.



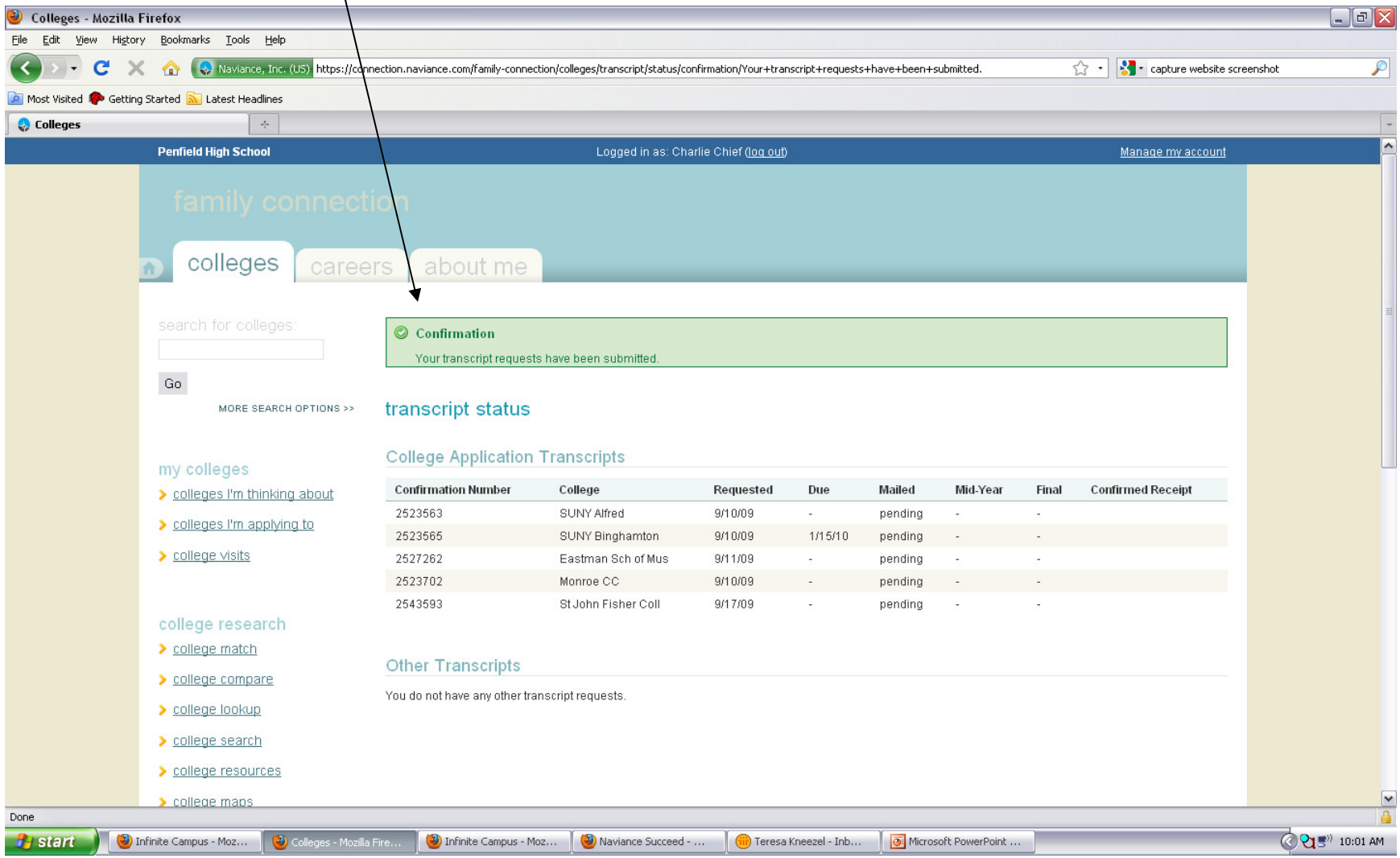
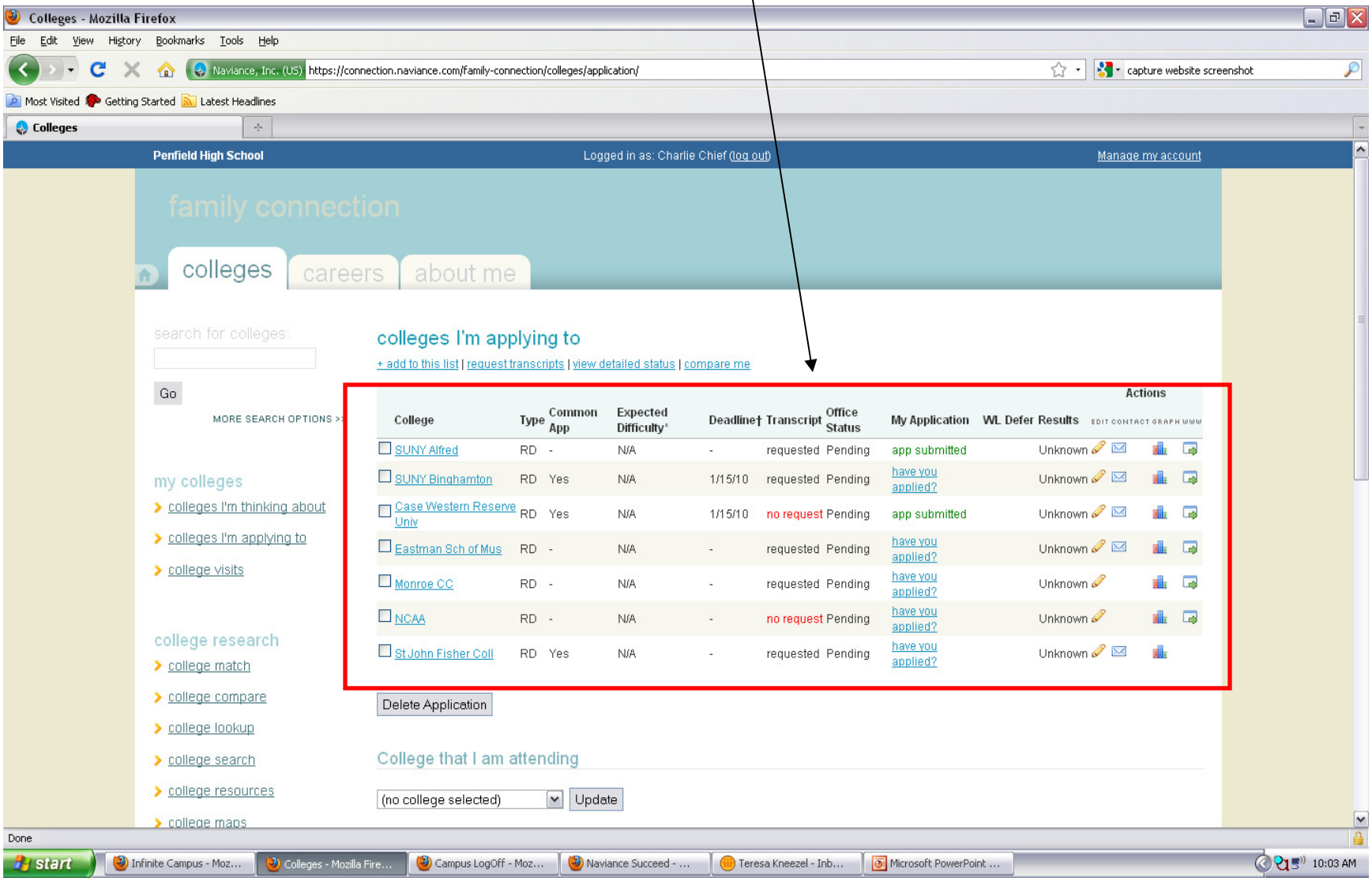
10. Check the boxes next to the schools to which you would like transcripts sent.



11. Click “Request Transcripts”.



12. Note the confirmation note that the transcript has been requested. Counselors will also provide the college with a counselor letter of recommendation if that is required by the school.



13. You can track when records have been submitted by our counseling office by clicking on “Colleges I’m Applying To” under the “Colleges” tab.