

Instructions for Requesting Final Transcripts

To request that your final transcript be sent to the college you have decided to attend, please follow these steps in your Naviance Student account:

1. Complete the Graduation Survey (remember, this is due by May 8th!);
2. Click on the "Colleges" menu, then select "Colleges I'm Applying to;"
3. Check the box next to the college you plan to attend, then click the "+ REQUEST TRANSCRIPTS" link;
4. On the next page, select "Final" for the question "What type of transcript are you requesting?" and double check that the college selected is the college you will attend;
5. Click "Request and Finish."
6. Your final transcript will be sent to this college at the end of the school year once your final grades are in.