

# Transcript Procedures for Seniors

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## **KEEP THIS THROUGH YOUR ENTIRE SENIOR YEAR!**

- Transcript requests and transcript release forms must be completed by the student.
- Make sure you complete the admission application for the college(s) to which you are applying BEFORE you put in your transcript request. Then, be sure to update your application status in Naviance.
  - To view the status of your transcript request:
    - Click on colleges;
    - Then, transcripts;
    - Then, view status of transcript request.
- All students must request transcripts through Naviance - See directions below AND complete a transcript release form in the Student Services office. The release only needs to be completed once and will be kept on file.
- Transcripts will not be sent over winter and spring break, so plan ahead!
- We will attempt to send transcripts within 72 business hours from the time of your request.
- Transcripts for current seniors may not be sent before September 1<sup>st</sup>.
- We must be informed if you applied through the Common Application. The Common application requires recommendations/supporting documentation and must be sent at the same time as the transcript.
- Central High School does not send ACT or SAT scores to the college/university to which you are applying. Official scores must be sent from the official test provider, such as ACT/ College Board. For your convenience, we have posted the links to these score reporting institutions on the Naviance home page to assist you in gathering all of your application materials.

## **Naviance Transcript Instructions**

ALL college admissions transcripts (the one you send with each college application) must be requested through Naviance. Please follow the steps provided below.

- On the top of the screen click on the tab titled "Colleges."
- Click on "Transcripts"- on the left under "resources."
- Click on the type of transcript request. Request unofficial transcripts under "Request transcripts for scholarships or athletics." Enter your name as "recipient" and under "other notes, type "unofficial."
- Make sure to click on "add request" for each college for which you request a transcript.
- Make sure you request "initial" transcript in the beginning when applying to schools.
- Each time you add a new college, you must repeat this process.

## **Important Notes**

"Final" transcripts are requested at the end of the year when a college/university decision has been made. A SENIOR SURVEY completion in May is MANDATORY and final transcripts will not be sent until the survey is completed.

You must request your own transcripts after you graduate. The request cannot come from your parents when you are considered an adult.