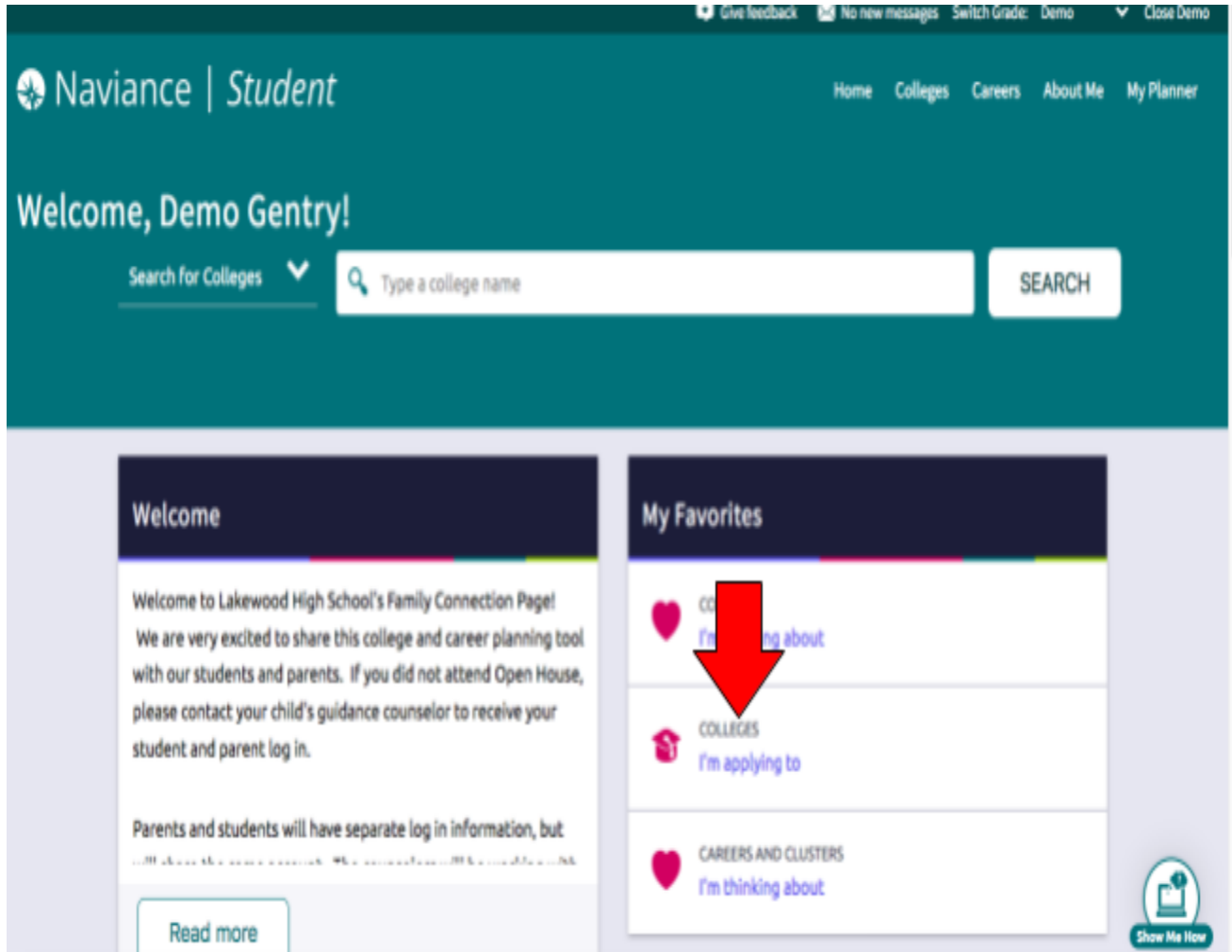


## Lakewood High School Transcript Request Process

Directions: Please follow the steps to request your transcript to be sent to the Colleges and Universities you are applying to. You will need to go through the process of requesting a transcript through Naviance for each individual school you are applying to.

Step 1: Once you log into Naviance, click on the colleges I'm applying to under "My Favorites."



The screenshot displays the Naviance Student interface. At the top, there is a navigation bar with the Naviance logo and the text "Naviance | Student". To the right of the logo, there are links for "Home", "Colleges", "Careers", "About Me", and "My Planner". Below the navigation bar, a large teal banner contains the text "Welcome, Demo Gentry!". Underneath the banner, there is a search bar with the placeholder text "Type a college name" and a "SEARCH" button. The main content area is divided into two columns. The left column is titled "Welcome" and contains a message: "Welcome to Lakewood High School's Family Connection Page! We are very excited to share this college and career planning tool with our students and parents. If you did not attend Open House, please contact your child's guidance counselor to receive your student and parent log in. Parents and students will have separate log in information, but..." and a "Read more" button. The right column is titled "My Favorites" and contains three items: "COLLEGES I'm applying to" (with a red heart icon and a red arrow pointing to it), "CAREERS AND CLUSTERS I'm thinking about" (with a red heart icon), and "COLLEGES I'm thinking about" (with a red heart icon). A "Show Me How" button is located in the bottom right corner of the "My Favorites" section.

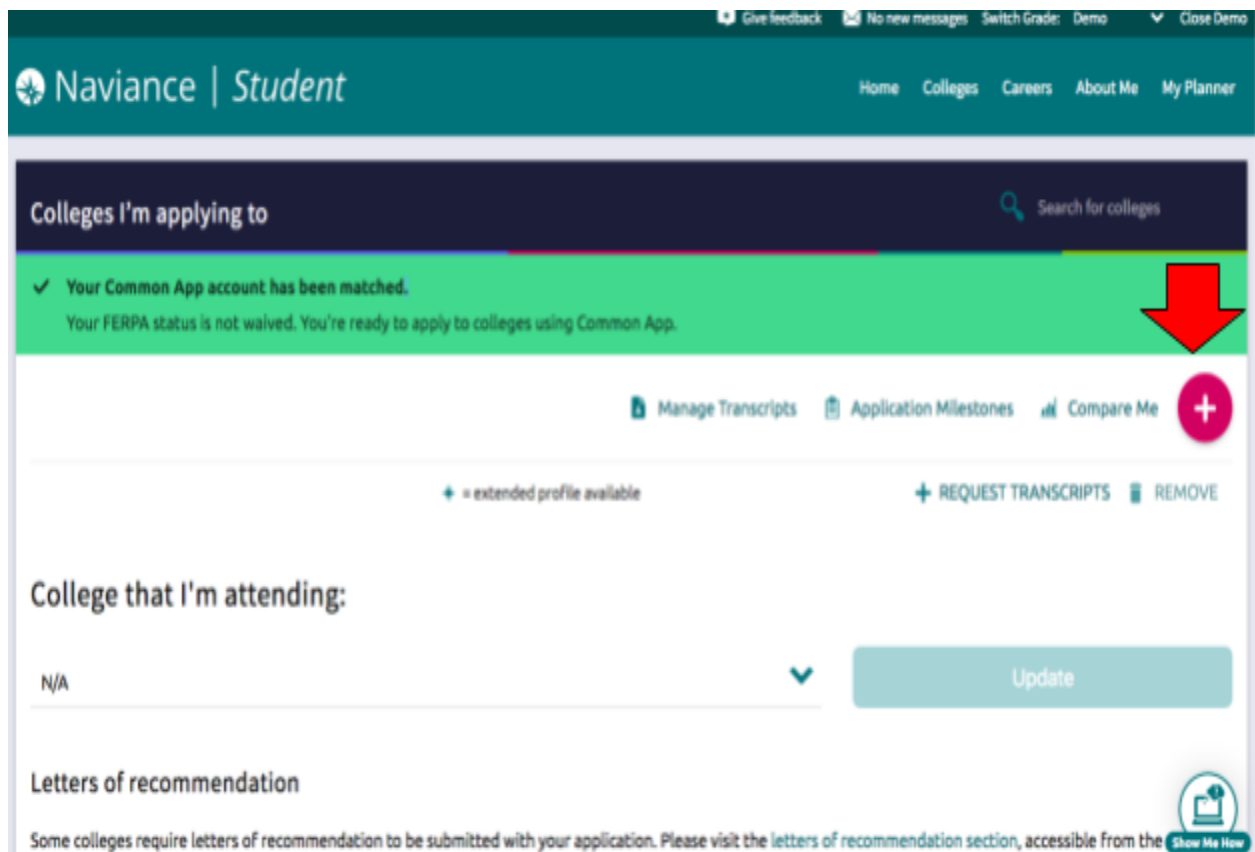
Step 2: Your screen should look like this once you are in the colleges I'm applying to section. If you have the colleges you are applying to already added and listed in this section, please click on + request transcripts to ensure that you have requested your transcript to be sent to each individual college you are applying to. If you do not have any colleges listed under this section, please follow Step 3.

The screenshot displays the Naviance Student interface. At the top, there is a teal header with the Naviance logo and the word "Student". Navigation links include "Home", "Colleges", "Careers", "About Me", and "My Planner". Below the header, the main section is titled "Colleges I'm applying to" with a search bar. A green notification banner states: "Your Common App account has been matched. Your FERPA status is not waived. You're ready to apply to colleges using Common App." Below this, there are icons for "Manage Transcripts", "Application Milestones", and "Compare Me", along with a plus sign icon. A red arrow points to a "+ REQUEST TRANSCRIPTS" button. Below this, there is a section for "College that I'm attending:" with a dropdown menu showing "N/A" and an "Update" button. At the bottom, there is a section for "Letters of recommendation" with a "Show Me How" link.

Step 3: If you still need to match your Common App account with Naviance, you will have a red banner at the top of the page with a button that says match account. Please click on match account and follow the directions. Once your accounts link, the colleges will appear in your list. Once they do, please ensure that you click on the + request transcripts to request for your transcripts to be sent to each school. If you are not using Common App, please follow Step 4.

The screenshot displays the Naviance Student dashboard. At the top, there is a teal header with the Naviance logo and navigation links: Home, Colleges, Careers, About Me, and My Planner. Below the header, a dark blue section titled "Colleges I'm applying to" contains a search bar and a green banner. The green banner has a checkmark and the text: "Your Common App account has been matched. Your FERPA status is not waived. You're ready to apply to colleges using Common App." A red arrow points to this banner, and a red box with the text "Red banner would appear here if you still need to match your account" is overlaid on it. Below the banner, there are navigation buttons: "Manage Transcripts", "Application M...", and "Compare Me". A red arrow points to the "Compare Me" button. Below these buttons, there is a section for "College that I'm attending:" with a dropdown menu showing "N/A" and an "Update" button. At the bottom, there is a section for "Letters of recommendation" with a "Show Me How" button.

Step 4: If you are not using Common App, please individually add the colleges you are applying to by clicking on the red addition sign in the right hand corner to add the colleges and request transcripts. Once you click on the red addition sign, it will take you through a series of steps. Please ensure that you complete all steps.



The screenshot displays the Naviance Student interface. At the top, there is a teal header with the Naviance logo and the word "Student". Navigation links for "Home", "Colleges", "Careers", "About Me", and "My Planner" are visible. Below the header, a dark blue bar contains the text "Colleges I'm applying to" and a search icon with the text "Search for colleges". A green notification banner states: "✓ Your Common App account has been matched. Your FERPA status is not waived. You're ready to apply to colleges using Common App." A red arrow points to a plus sign icon in the top right corner of this section. Below the notification, there are links for "Manage Transcripts", "Application Milestones", and "Compare Me". A plus sign icon is also present in the top right corner of this row. Below these links, there is a section for "College that I'm attending:" with a dropdown menu showing "N/A" and an "Update" button. At the bottom, there is a section for "Letters of recommendation" with a "Show Me How" button.

**X Cancel**

**STEP 1** — **STEP 2**  
Add Application — Request Transcript

**Which college are you applying to?**  
 **X**

Colleges already in your application list would be unavailable for selection.

**App type**  
 Rolling

**I'll submit my application**  
 Via Common App   
 Direct to the institution  
 I'm not sure yet  
 I've submitted my application

Once you completed all fields, click on the add and request transcript button.

**i** Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

**STEP 1** — **STEP 2**  
Add Application — Request Transcript

**What type of transcript are you requesting?**  
 Initial   
 Mid year  
 Final

**What additional materials, if any, do you want included?**  
 Unofficial SAT Scores  
 Unofficial ACT Scores

**Where are you sending the transcript/s?**  
 No Preference

Check that you are requesting your initial transcript.

Please request your official scores through ACT or College Board. We cannot send your scores for you.

Click request and finish once fields are complete.