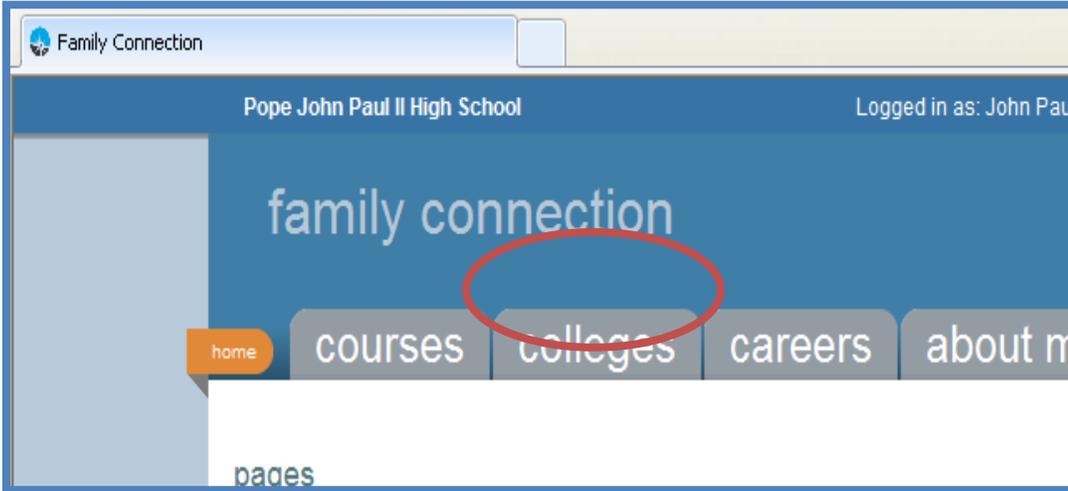
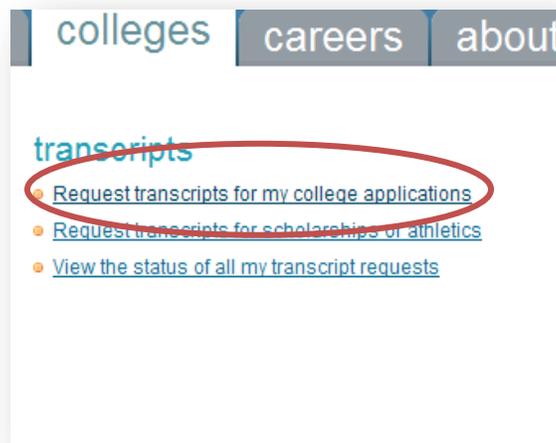
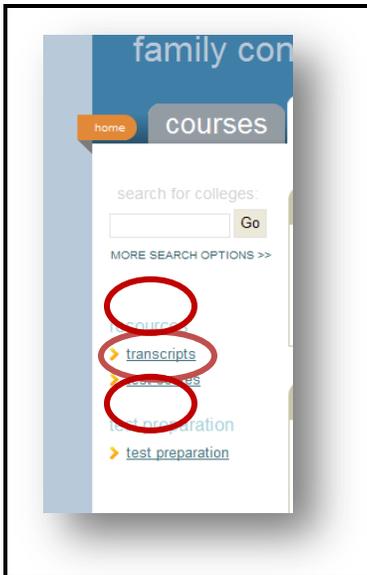


Requesting Transcripts Through Your NAVIANCE ACCOUNT

In order for students to order transcripts they need to log in to the Family Connection website (a link is provided on the front page of the PHS website.) After successfully logging in, tabs appear at the top of the screen. Click on the "COLLEGES" tab.



Then, you can now click "transcripts" on the left hand side of the page. The menu below will appear:



You will need to determine what type of application you are submitting to fill in the 1st box. Some of the options may not be available for the college to which you are applying. Some definitions:

REGULAR DECISION – you are applying at the normal date and will receive notification of admissions based on how that college processes applications. You have until May 1 to make your admissions decision and deposit.

ROLLING ADMISSIONS – this college will process your application as soon as it is complete. They will send you your admissions status result, usually within 2-4 weeks of the application completion at the school. You have until May 1st to make a decision and deposit.

PRIORITY – Colleges will often have a priority date for scholarships and other benefits, similar to early action, but may have a later notification date. You have until May 1st to make a decision and deposit.

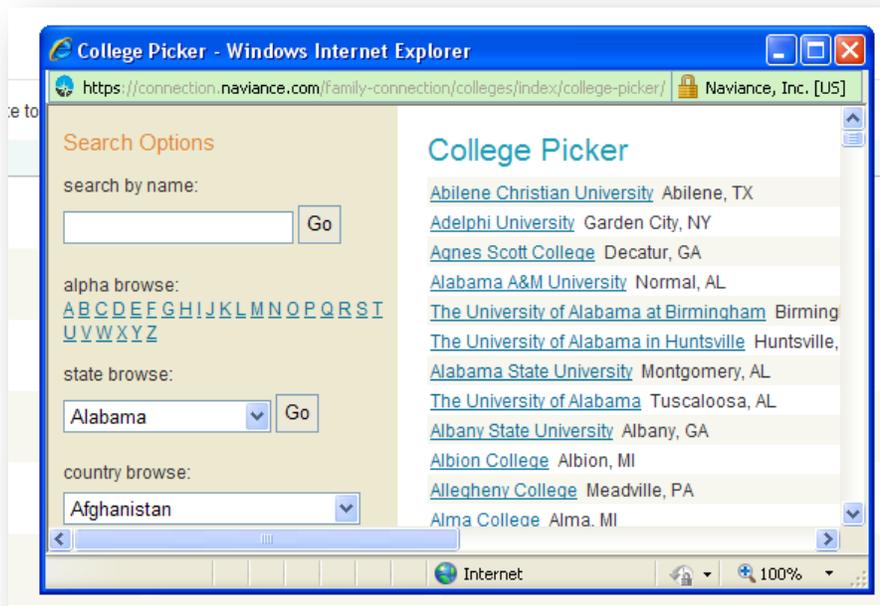
EARLY DECISION – a contract between you and the school to which you are applying. You must have your materials in by an early deadline (generally November 1st.) Colleges will respond by Jan 1st-15th. If accepted, you must deposit at that school immediately as long as you have received a financial aid package. The contract is binding and the school must also agree.

The screenshot shows a web form titled "New Applications" with the instruction: "Use the area below if you would like to request transcripts for colleges that are not already in your list of applications." The form has two columns: "Type" and "College". The "Type" column contains a dropdown menu with options: Regular Decision, Rolling, Priority, Early Decision, Early Decision II, Early Action, Restrictive Early Action, Other, and Regular Decision. This dropdown menu is circled in red. The "College" column contains several rows, each with a text input field containing "(click lookup)", a blue link "lookup", and two checkboxes: "Include unofficial SAT scores" and "Include unofficial ACT scores".

The screenshot shows a web form titled "Transcripts for College Applications" with the instruction: "Use the area below if you would like to request transcripts for colleges that are not already in your list of applications." The form has a "College" column with three rows. Each row has a text input field containing "(click lookup)", a blue link "lookup", and two checkboxes: "Include unofficial SAT scores" and "Include unofficial ACT scores". The blue "lookup" link in the first row is circled in green.

Now to pick a college! Click the blue "lookup" text.

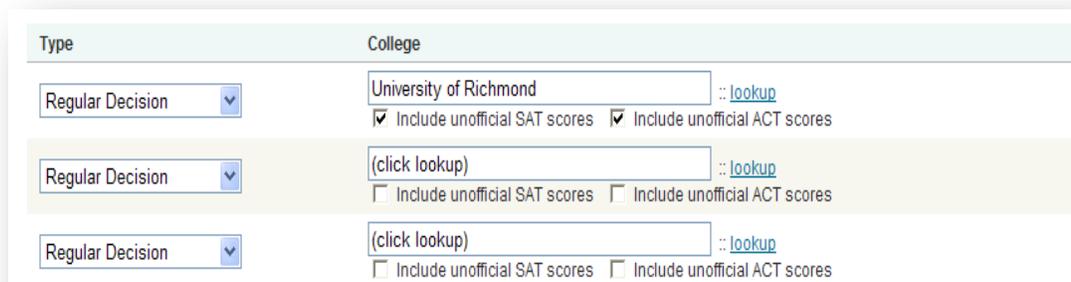
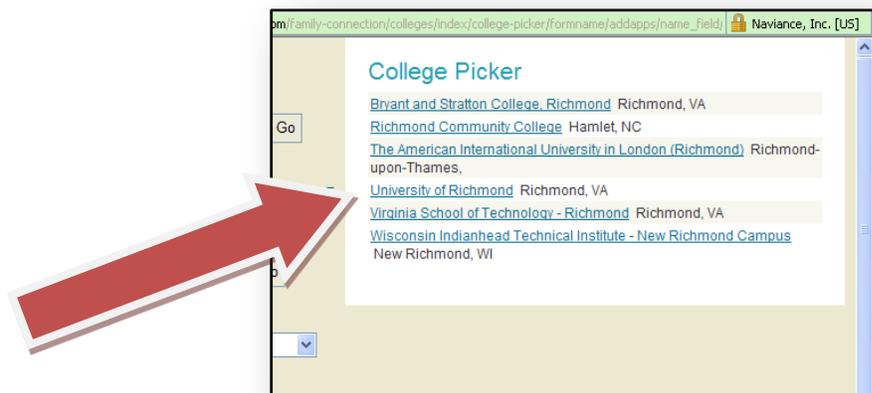
A new window will open from which you can choose your school.



You now have the option of scrolling down the "quicklist" of schools or entering the name of the school. You can also type in the name or part of a name.

For example, below I have typed "richmond" into the search box. All of the schools with "richmond" in the Name or city will populate the new list.

I then can click on the name of the school I wish to select. The window will then close and the school will appear in the selection box. In the following example I have selected the University of Richmond.



Now notice that some boxes appear after you have picked your college(s). **Check off "I have submitted my application" and "request transcript" ONLY.** DO NOT CHECK OFF ANYTHING ELSE!!! **The counseling office/REGISTRAR strongly recommend that you have all test scores sent directly from the COLLEGEBOARD & ACT, as many schools will not accept scores from any other source.** If you wish to request more transcripts, follow the same procedure in each of the fields available. When you are ready to order transcripts, simply click the "Request Transcripts" button at the bottom of the page. You will then see this screen:

home courses **colleges** careers about me

search for colleges: Go

MORE SEARCH OPTIONS >>

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > college visits

college research

- > college match
- > college compare

✔ **Confirmation**
Your transcript requests have been submitted.

transcript status

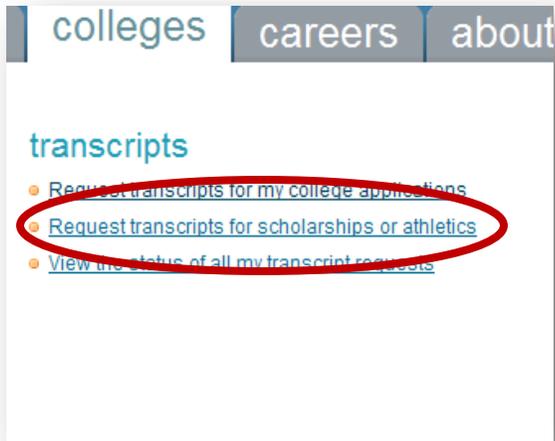
College Application Transcripts

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3603488	U of Richmond	7/25/10	1/15/11	pending	requested	-	

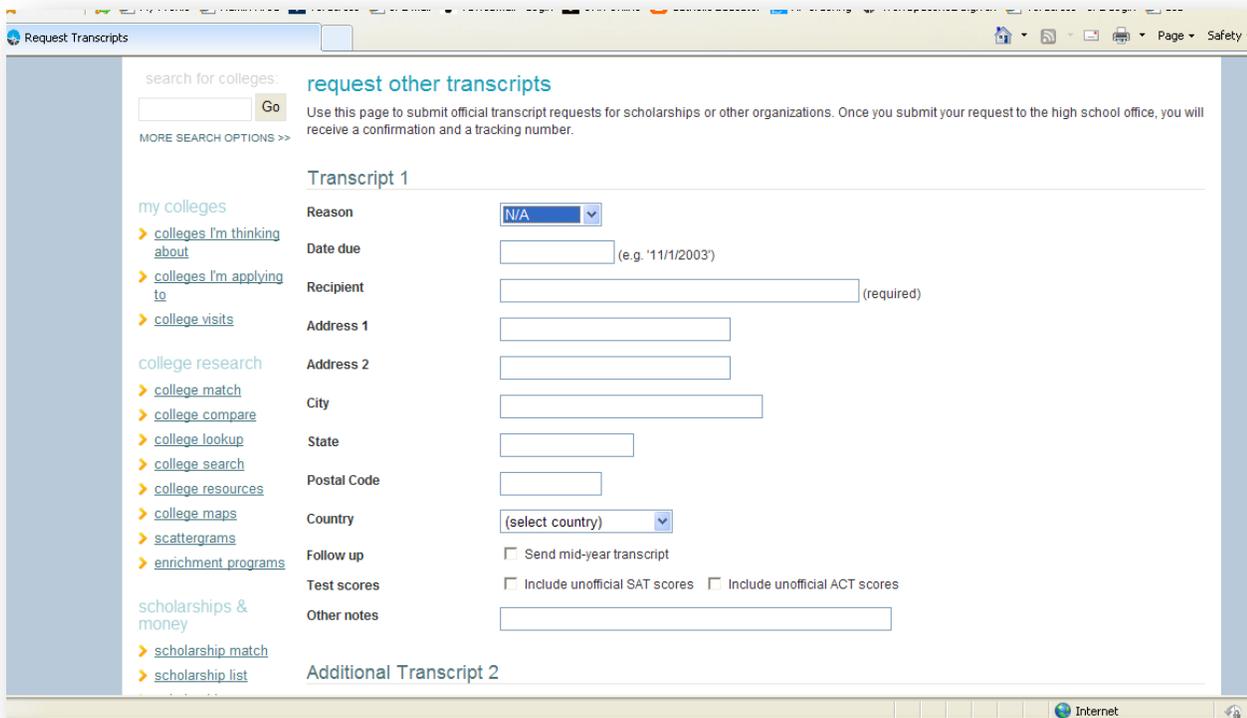
Other Transcripts

You do not have any other transcript requests.

When you go back to the “colleges I’m applying to” menu you will be able to check on the status of your application. The date it was mailed is the postmark/transmission date. You should give some time for the college to process the transcript within their system (generally 2-4 weeks).



For Transcripts to the NCAA or for scholarships you need to click the “request transcripts for scholarships and athletics” link in the transcripts menu. This will bring you to this page:



Completely fill out all information for each transcript! For example, say you wanted a transcript for the NCAA Clearinghouse:

request other transcripts

Use this page to submit official transcript requests for scholarships or other organizations. Once you submit you receive a confirmation and a tracking number.

Transcript 1

Reason	<input type="text" value="Athletic"/>
Date due	<input type="text" value="9/30/2010"/> (e.g. '11/1/2003')
Recipient	<input type="text" value="NCAA Eligibility Center"/> (required)
Address 1	<input type="text" value="Certification Processing"/>
Address 2	<input type="text" value="P.O. Box 7136"/>
City	<input type="text" value="Indianapolis"/>
State	<input type="text" value="IN"/>
Postal Code	<input type="text" value="46207-7136"/>
Country	<input type="text" value="(select country)"/>
Follow up	<input type="checkbox"/> Send mid-year transcript
Test scores	<input type="checkbox"/> Include unofficial SAT scores <input type="checkbox"/> Include unofficial ACT scores
Other notes	<input type="text"/>

Click add transcripts and...

Confirmation

Your transcript requests have been submitted.

transcript status

College Application Transcripts

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3603488	U of Richmond	7/25/10	1/15/11	pending	requested	-	

Other Transcripts

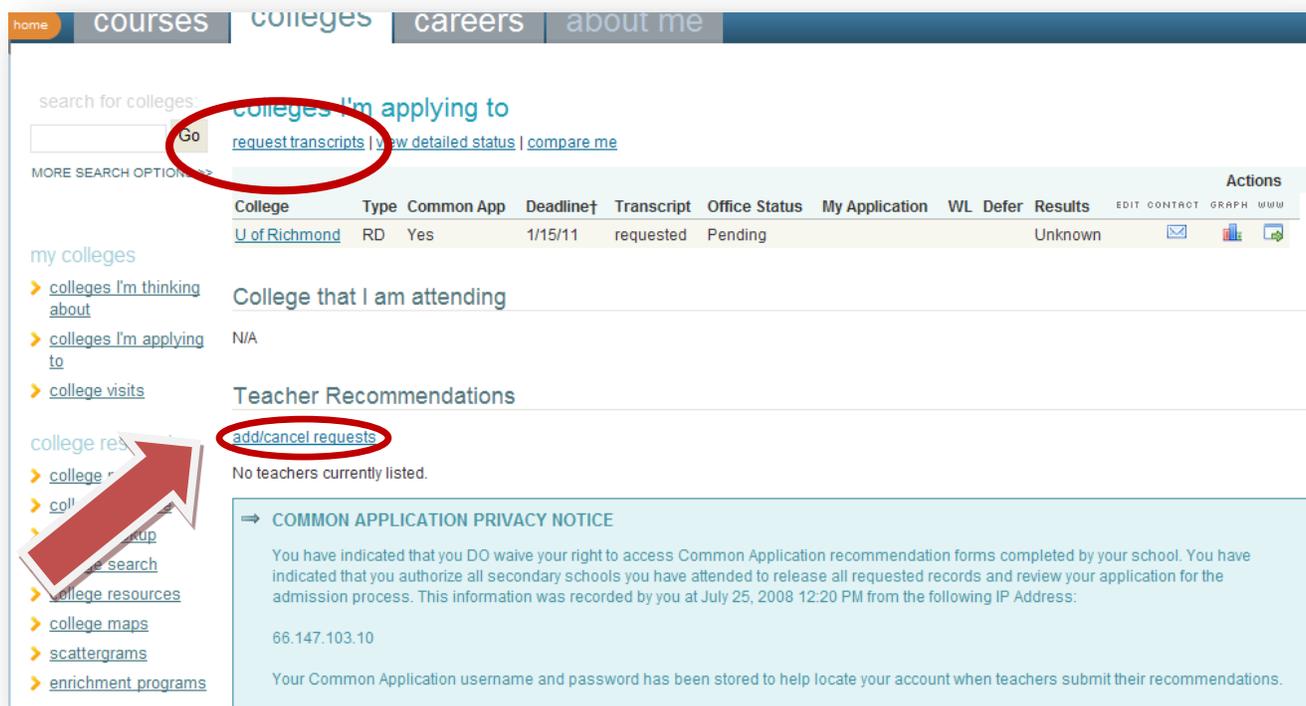
Confirmation Number	Recipient	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3603492	NCAA Eligibility Center	7/25/10	9/30/10	-	-	-	

You can then check the status of transcripts by clicking “view status of all my transcript requests” under the transcripts tab.

TEACHER RECOMMENDATION REQUESTS (Private colleges ONLY!!) UC and CSU schools DO NOT require them!!

This is an online process also – students can ask teachers through the Family Connection under the “Colleges” tab.

First, you must then click the “add/cancel requests” button when you are ready.



Now just select the teachers you would like to ask to write your letters of recommendation. Remember that this is the on-line request. **You should have talked to your teachers in advance** and gotten a positive response from them **BEFORE** you submit the online piece. Please ask no more than **TWO (2)** teachers unless you have special circumstances.

Once you have completed the request click the “Update requests” button. You should also include a reminder in the “Personal note to teacher” box on the right. This sends your teacher an e-mail letting them know that you have formally asked them. This is a good place to let them know when the letter is due to college counseling. You should give them at least 3 weeks in advance of any deadlines.

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > college visits

college research

- > college match
- > college compare
- > college lookup
- > college search
- > college resources
- > college maps
- > scattergrams
- > enrichment programs

scholarships & money

- > scholarship match
- > scholarship list
- > scholarship applications
- > national scholarship search

Teacher

Michael McLaren

JP TWO

(select teacher)

(select teacher)

Personal note to teacher (optional)

Thank you for agreeing to do this! My recommendation is due October 1st to college counseling.

Thank you for agreeing to do this! My recommendation is due October 1st to college counseling.

Cancel Update Requests

After updating, you will see under the colleges you are applying to:

compare
lookup
search
resources
maps
grams
ent programs

hips &
ship match
ship list
ship
tions
l scholarship

Teacher Recommendations

[add/cancel requests](#)

Teacher	Status
Michael McLaren	Requested
JP TWO	Requested

⇒ **COMMON APPLICATION PRIVACY NOTICE**

You have indicated that you DO waive your right to access Common Application recommendation forms completed by your school. You have indicated that you authorize all secondary schools you have attended to release all requested records and review your application for the admission process. This information was recorded by you at July 25, 2008 12:20 PM from the following IP Address:

66.147.103.10

Your Common Application username and password has been stored to help locate your account when teachers submit their recommendations.

When the teachers complete the recommendations you will be able to see that they are complete. **You are responsible for giving your teachers adequate lead time and for following up with them.**

IF YOU HAVE FURTHER QUESTIONS SEE YOUR COUNSELOR!