



## How to request transcripts through Naviance

This is a basic instruction guide for how to request transcripts for college, scholarships, athletics, and personal use through Naviance. Please note: This is the **ONLY** way enrolled students can request academic transcripts. Please contact the Counseling Office if you have any questions.

### Requesting Official Transcripts for college applications and NCAA

1. Log into Naviance at <http://connection.naviance.com/nhsca>
2. Click the Colleges tab.
3. Click Transcripts under the Resources heading on the left-hand side menu.
4. Click Request transcripts for my college applications.
5. Select the college(s) you are requesting a transcript in the lookup list.
6. Select the type – Regular Decision, Early Action, Early Decision, Rolling, etc. You must select the correct type. If you are unsure, please read your application documents and/or ask your counselor.
7. Click Request Transcripts.
8. Check to see if your college accepts online transmission (you will see a picture of a computer next to the request in Naviance). If not, (you will see a picture of an envelope next to the request in Naviance), please provide a self-addressed stamped envelope to the Counseling Office so it can be mailed on your behalf.
9. If this is your first request, have your parent or guardian sign this form, and return it to the Counseling Office. It will remain on file for the current school year and does **NOT** need to be signed each time you request a transcript during the school year.
10. Your first **TWO** transcript requests are **FREE**. After that, each transcript request is \$2.00 and must be paid **BEFORE** the office can process the transcript request. Payment must be made in **CASH** or **MONEY ORDER** only. Checks are **NOT** accepted.
11. It takes **ONE** business day to process **ALL** transcript requests.
12. Final transcripts are generally ready one to two weeks after graduation.

### Requesting official/unofficial transcripts for scholarships and personal use

1. If this is your first request, have your parent or guardian sign this form, and return it to the Counseling Office. It will remain on file for the current school year and does **NOT** need to be signed each time you request a transcript during the current school year.
2. Your first **TWO** transcript requests are **FREE**. After that, each transcript request is \$2.00 and must be paid **BEFORE** the office can process the transcript request. Payment must be made in **CASH** or **MONEY ORDER** only. Checks are **NOT** accepted.
3. It takes **ONE** business day to process **ALL** transcript requests.
4. Final transcripts are generally ready one to two weeks after graduation.

**It is the student's responsibility to request and pick up (if hard-copy) transcripts at the Counseling Office.**