

HOW TO REQUEST TRANSCRIPTS through Naviance

This is a basic instruction guide for how to request transcripts for college, scholarships, athletics, and personal through Naviance. Please note that this is the **ONLY** way you can request transcripts. If you have any questions please contact the Counseling Office.

Requesting OFFICIAL Transcripts for COLLEGE APPLICATIONS

1. Logon to Naviance (<http://connection.naviance.com/westhigh>)
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. **Print your transcript status page.** This page appeared after you clicked **Request Transcripts.** You can also click the **College** tab found at the top of the page > Click **Transcripts** under the **Resources** heading > click **View the status of all my transcript requests.**
9. Bring a copy of your **transcript status page and your payment** (\$2 per transcript) to **Student Activities (ASB) in Building 4.** You will receive a receipt of payment from Mrs. Yearta. You must pay for your transcript before proceeding to step 10.
10. Bring your **receipt of transcript payment** to your **counselor** if you need to submit a Secondary School Report **and** a transcript to your college.

OR

Bring your **receipt of transcript payment** to **Mrs. Foster** in the Counseling Office if you're submitting a **transcript ONLY.** If your school DOES NOT accept transcripts electronically, you will need to bring Mrs. Foster a **stamped addressed envelope** (to the college you are having the transcript sent).

Requesting OFFICIAL Transcripts for Personal Use

1. Logon to Naviance (<http://connection.naviance.com/westhigh>)
2. Click the **Colleges** tab.
3. Click **Transcripts** under the **Resources** heading on the left-hand side menu.
4. Click **Request transcripts for scholarships or athletics.**
5. Select the **Reason** for your transcript (Scholarship, Athletic, Personal, or Other)
6. Fill in information as needed (Recipient, Address, Due Date, etc).
7. Click **Add Transcript Requests.**
8. **Print your transcript status page.** This page appeared after you clicked **Request Transcripts.** You can also click the **College** tab found at the top of the page > click **Transcripts** under the **Resources** heading > click **View the status of all my transcript requests.**
9. Bring a copy of your **transcript status page and your payment** (\$2 per transcript) to **Student Activities (ASB) in Building 4.** You will receive a receipt of payment from Mrs. Yearta. You must pay for your transcript before proceeding to step 10.
10. Transcripts will be ready in the Counseling Office 24 hours after you request your transcript on Naviance. Bring your **receipt of transcript payment to Mrs. Foster in the Counseling Office.**

Requesting OFFICIAL Transcripts for NCAA

PART A

1. Logon to your Naviance account.
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 (includes NCAA)**.
5. Scroll down to **New Applications**.
6. Click **lookup**.
7. **Type NCAA** in the search by name field and click go.
8. Select **NCAA Eligibility Center**.
9. Click **Request Transcripts** at the bottom of the screen.

PART B

10. **Register to Become a Student-Athlete** online with the NCAA Eligibility Center at www.ncaa.org
11. Click **WANT TO PLAY COLLEGE SPORTS?**
12. **Login to your account** for returning users **OR** **create a new account** for new users.
13. Click the **My Planner tab**.
14. Click the **My Task List tab**.
15. On the task list, select **Request an official transcript**.
16. Select **Please click here to submit request to West High School**.
17. This will **link you to Parchment** where you will **create an account** by filling in the blanks (this is required in order to send your transcript electronically).
18. Print the confirmation with your ID# included.

Once your electronic transcript is requested in Parchment via the NCAA site, a notice will be sent to WHS Counseling Office Administrator Home Page in Naviance. Your transcript will then be ready to be uploaded and sent to the NCAA.

You will be able to verify your transcript was sent by clicking **view the status of all my transcript requests** in the **transcripts tab** located under the **colleges tab**.

Requesting OFFICIAL Transcripts for SCHOLARSHIPS OR ENRICHMENT PROGRAMS

1. Logon to Naviance (<http://connection.naviance.com/westhigh>)
2. Click the **Colleges** tab.
3. Click **Transcripts** under the **Resources** heading on the left-hand side menu.
4. Click **Request transcripts for scholarships or athletics**.
5. Select the **Reason** for your transcript (Scholarship, Enrichment Program - OTHER)
6. Fill in information as needed (Recipient, Address, Due Date, etc).
7. Click **Add Transcript Requests**.
8. **Print your transcript status page**. This page appeared after you clicked **Request Transcripts**. You can also click the **College** tab found at the top of the page > click **Transcripts** under the **Resources** heading > click **View the status of all my transcript requests**.
9. Transcripts will be ready in the Counseling Office 24 hours after you request your transcript on Naviance.
10. Please note: There is no fee for transcripts under this category.