

Request Transcripts and Letters of Recommendation

Before Requesting a Transcript or Letter of Recommendation

If you have applied to one or more schools through the Common Application, you must MATCH your Common Application account with your Naviance account BEFORE requesting transcripts and/or letters of recommendation. Follow the directions below to match you accounts:

1. Log into your Naviance account through Classlink
2. Click on Colleges at the top of the screen
3. Click on Colleges I'm Applying To in the drop down menu
4. In the box at the top of the screen click "match accounts"
5. Enter your login information for the Common Application
6. After entering your login information, your accounts should match and you are ready to request transcripts and/or letters of recommendation

How to Request a Transcript

Requesting Transcripts for Schools in your Common Application

1. Login to your Naviance account through Classlink
2. Click on Colleges at the top of the page
3. Click on Colleges I'm applying to in the drop down menu
4. Click on the box located to the right of every school for which you are requesting a transcript
5. Click on Request Transcripts in the upper right hand corner of your screen
6. Choose the type of transcript you are requesting and then submit your request:

1. Initial - The first transcript sent to a college/university. This is the most common option.
2. Midyear - The transcript with quarter 1 and quarter 2 grades, usually sent as a requirement of the application process outlined by that specific school. This transcript is not sent until after Q2 grades are final.
3. Final - The transcript that is sent after graduation, and only to the school you will be attending.

Requesting Transcripts for Schools NOT on a Common Application

1. Login to your Naviance account through Classlink
2. Click on Colleges at the top of the page
3. Click on Colleges I'm applying to in the drop down menu

4. Click on the blue plus sign in the upper right hand part of your screen to add a school and request transcript.
5. Type in the name of the college or university you would like to add. After finding the college or university, select how you will submit your application using the dropdown menu. You should select "Direct to Institution"
6. Choose the type of transcript you are requesting:
 - a. Initial - The first transcript sent to a college/university. This is the most common option.
 - b. Midyear - The transcript with quarter 1 and quarter 2 grades, usually sent as a requirement of the application process outlined by that specific school. This transcript is not sent until after Q2 grades are final.
 - c. Final - The transcript that is sent after graduation, and only to the school you will be attending.
7. Submit your request

Your request will be received by the counseling department, who will electronically send your transcript to the desired school. Keep in mind: it could take additional time for the college/university to upload your transcript once it is sent. Transcript requests should be made at least two weeks prior to the application deadline.