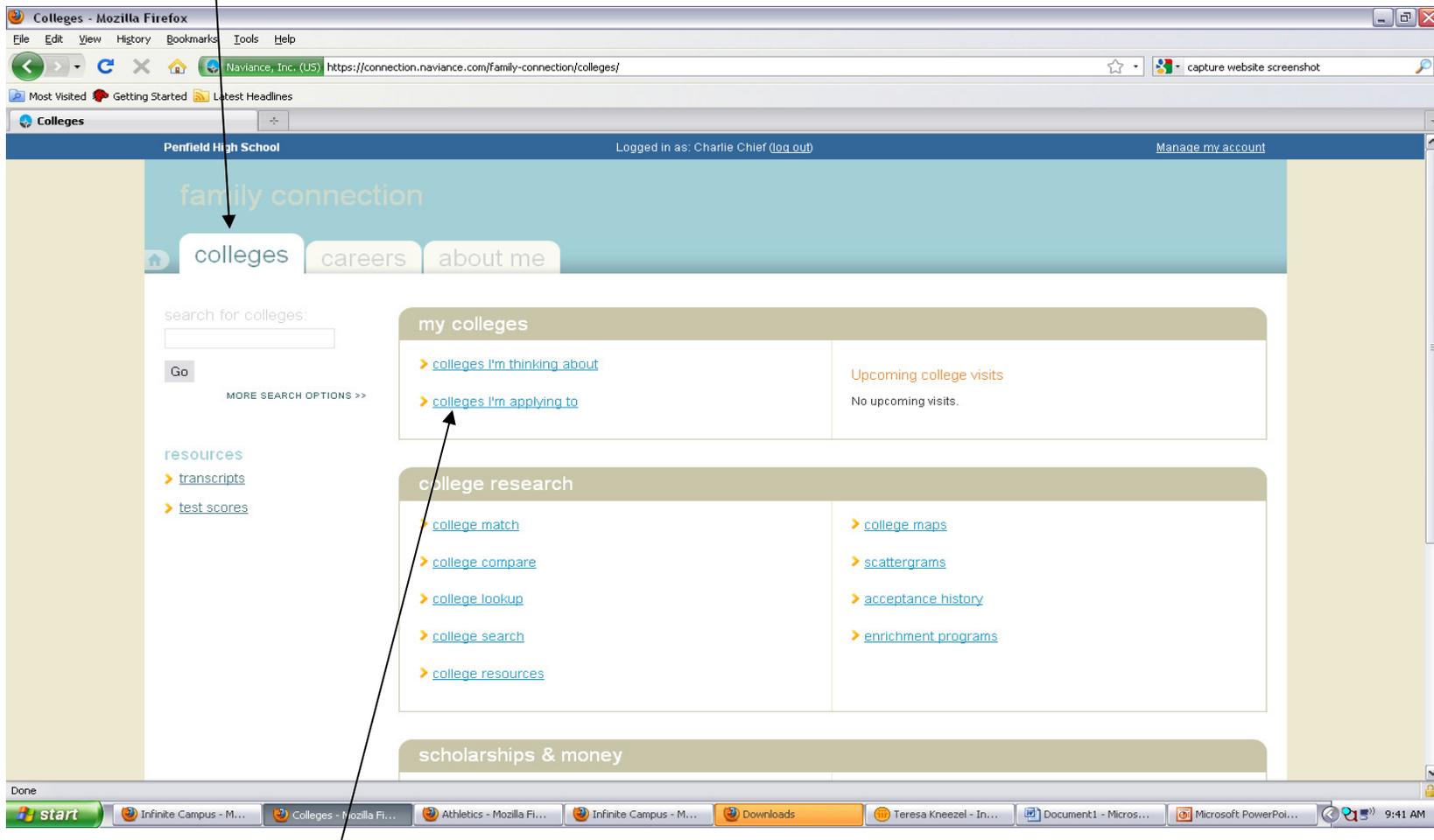


How to use Naviance to request that records (transcript, counselor documents) be sent to colleges.

1. In Family Connection, click on Colleges on top right-hand side of the screen.



2. Click on "Colleges I'm applying to".

3. Click on “+ add to this list”.

The screenshot shows a Mozilla Firefox browser window displaying the 'Colleges' page for Penfield High School. The page is titled 'family connection' and has navigation tabs for 'colleges', 'careers', and 'about me'. A search bar for colleges is visible on the left. The main content area is titled 'colleges I'm applying to' and features a table with columns: College, Type, Common App, Expected Difficulty, Deadline, Transcript, Office Status, My Application, WL Defer Results, and Actions. A link '+ add to this list' is highlighted with a black arrow. Below the table is a 'Delete Application' button. Further down, there is a section for 'College that I am attending' with a dropdown menu and an 'Update' button. The Windows taskbar at the bottom shows the Start button and several open applications.

College	Type	Common App	Expected Difficulty	Deadline	Transcript	Office Status	My Application	WL Defer Results	Actions
<input type="checkbox"/> SUNY Alfred	RD	-	N/A	-	requested	Pending	app submitted	Unknown	
<input type="checkbox"/> SUNY Binghamton	RD	Yes	N/A	1/15/10	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Case Western Reserve Univ	RD	Yes	N/A	1/15/10	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> Eastman Sch of Mus	RD	-	N/A	-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Monroe CC	RD	-	N/A	-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> NCAA	RD	-	N/A	-	no request	Pending	have you applied?	Unknown	

4. Click on “lookup” to add a college to your list.

Penfield High School Logged in as: Charlie Chief (log out) Manage my account

family connection

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
- > college lookup
- > college search
- > college resources
- > college maps

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

[Cancel](#) [Add Colleges](#)

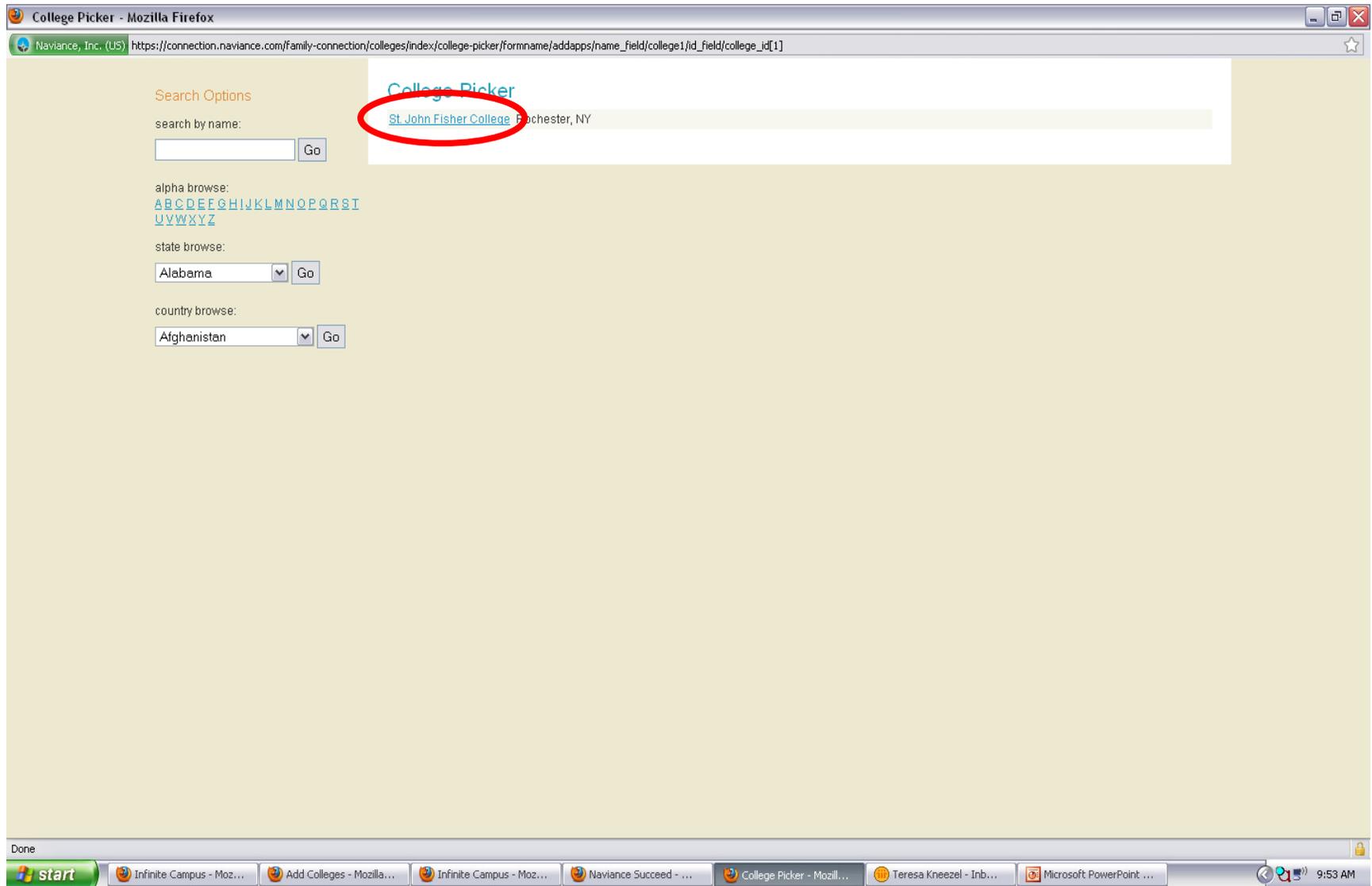
5. Search for the college by name or browse through the list of colleges our students have applied to in the past.

The screenshot shows a Mozilla Firefox browser window titled "College Picker - Mozilla Firefox". The address bar displays the URL: [https://connection.naviance.com/family-connection/colleges/index/college_picker/?formname=addapps&name_field=college1&id_field=college_id\[1\]](https://connection.naviance.com/family-connection/colleges/index/college_picker/?formname=addapps&name_field=college1&id_field=college_id[1]). The page content is divided into two main sections:

- Search Options:** Located on the left, it includes:
 - A "search by name:" section with a text input field and a "Go" button.
 - An "alpha browse:" section with a list of letters from A to Z.
 - A "state browse:" section with a dropdown menu currently set to "Alabama" and a "Go" button.
 - A "country browse:" section with a dropdown menu currently set to "Afghanistan" and a "Go" button.
- College Picker:** A list of colleges with their names and locations, each preceded by a blue hyperlink. The list includes:
 - Alfred State College Alfred, NY
 - Alfred University Alfred, NY
 - Binghamton University Binghamton, NY
 - Buffalo State College of SUNY Buffalo, NY
 - Canisius College Buffalo, NY
 - Case Western Reserve University Cleveland, OH
 - University of Cincinnati Cincinnati, OH
 - Clarkson University Potsdam, NY
 - Cornell University Ithaca, NY
 - Drexel University Philadelphia, PA
 - Finger Lakes Community College Canandaigua, NY
 - Florida Institute of Technology Melbourne, FL
 - Hobart and William Smith Colleges Geneva, NY
 - Ithaca College Ithaca, NY
 - Le Moyne College Syracuse, NY
 - Monroe Community College Rochester, NY
 - Nazareth College of Rochester Rochester, NY
 - Niagara University Niagara University, NY
 - The Ohio State University Columbus, OH
 - Rensselaer Polytechnic Institute Troy, NY
 - Roberts Wesleyan College Rochester, NY
 - Rochester Institute of Technology Rochester, NY
 - University of Rochester Rochester, NY
 - St. John Fisher College Rochester, NY
 - State University of New York at Albany Albany, NY
 - State University of New York at New Paltz New Paltz, NY
 - Stony Brook University Stony Brook, NY
 - SUNY College at Brockport Brockport, NY
 - SUNY College at Cortland Cortland, NY
 - SUNY College at Fredonia Fredonia, NY
 - SUNY College at Geneseo Geneseo, NY
 - SUNY College at Oneonta Oneonta, NY
 - SUNY College at Potsdam Potsdam, NY
 - SUNY Oswego Oswego, NY
 - Syracuse University Syracuse, NY
 - University at Buffalo The State University of New York Buffalo, NY
 - University of Vermont Burlington, VT

The Windows taskbar at the bottom shows the Start button and several open applications: Infinite Campus - Moz..., Add Colleges - Moz..., Infinite Campus - Moz..., Naviance Succeed - ..., College Picker - Mozill..., Teresa Kneezel - Inb..., and Microsoft PowerPoint ... The system clock shows 9:51 AM.

6. Click on the school.



7. Check the type of college application (e.g., Regular Decision, Early Decision).

You can also request a transcript in one step by checking the request box.

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision	<input type="checkbox"/> request	St. John Fisher College :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Rolling Priority	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Early Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Early Decision II	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Early Action	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Restrictive Early Action	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Other	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

[Cancel](#) [Add Colleges](#)

8. Continue adding additional schools by clicking "lookup". When you are finished adding colleges, click "Add Colleges".

9. To request a transcript, click "request transcript".

The screenshot shows the Naviance Family Connection website interface. At the top, it identifies the user as Charlie Chief, logged in from Penfield High School. The main navigation includes 'colleges', 'careers', and 'about me'. A search bar is present on the left. The central focus is a table titled 'colleges I'm applying to' with a link to 'request transcripts' highlighted by an arrow. Below the table is a 'Delete Application' button and a section for 'College that I am attending' with a dropdown menu and an 'Update' button.

College	Type	Common App	Expected Difficulty'	Deadline†	Transcript	Office Status	My Application	WL Defer Results	Actions
<input type="checkbox"/> SUNY Alfred	RD	-	N/A	-	requested	Pending	app submitted	Unknown	
<input type="checkbox"/> SUNY Binghamton	RD	Yes	N/A	1/15/10	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Case Western Reserve Univ	RD	Yes	N/A	1/15/10	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> Eastman Sch of Mus	RD	-	N/A	-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Monroe CC	RD	-	N/A	-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> NCAA	RD	-	N/A	-	no request	Pending	have you applied?	Unknown	
<input type="checkbox"/> St John Fisher Coll	RD	Yes	N/A	-	no request	Pending	have you applied?	Unknown	

10. Check the boxes next to the schools to which you would like transcripts sent.

Request Transcripts - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Naviance, Inc. (US) https://connection.naviance.com/family-connection/colleges/transcript/request-college

capture website screenshot

Request Transcripts

Penfield High School Logged in as: Charlie Chief (log out) Manage my account

family connection

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
- > college lookup
- > college search
- > college resources
- > college maps

request transcripts for college applications

Use this page to submit official transcript requests for your college applications. Once you submit your request to the high school office, you will receive a confirmation and a tracking number.

Current Applications

Below is a list of the applications already in your list. If you have already requested a transcript for an application, it will not appear in the list below. Please click "add request" to request a transcript for an application.

<input type="checkbox"/> add request	Case Western Reserve University
<input type="checkbox"/> add request	NCAA Clearinghouse
<input checked="" type="checkbox"/> add request	St. John Fisher College

New Applications

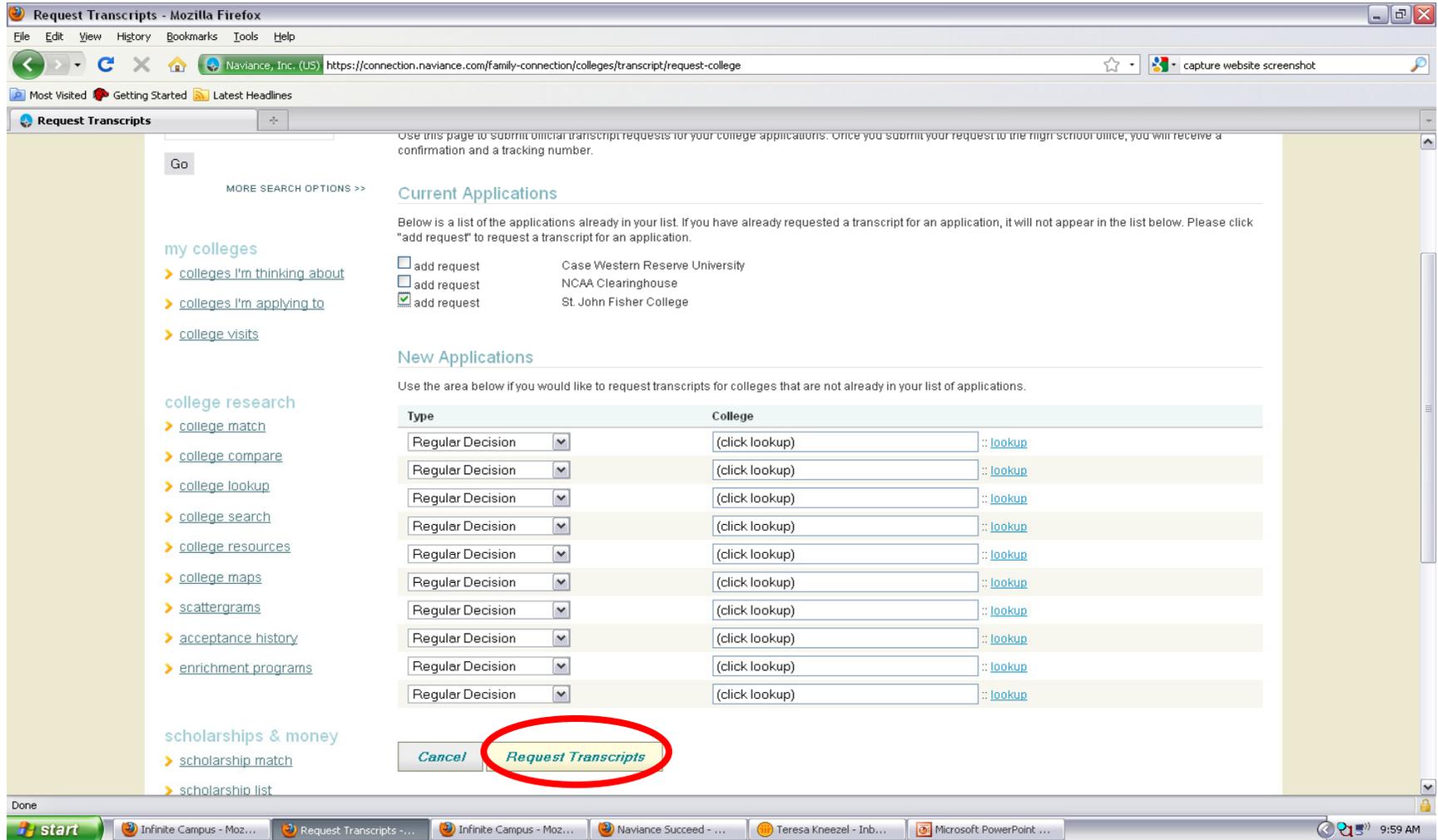
Use the area below if you would like to request transcripts for colleges that are not already in your list of applications.

Type	College
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup

Done

start Infinite Campus - Moz... Request Transcripts - ... Infinite Campus - Moz... Naviance Succeed - ... Teresa Kneezel - Inb... Microsoft PowerPoint ... 9:58 AM

11. Click "Request Transcripts".



12. Note the confirmation note that the transcript has been requested. Counselors will also provide the college with a counselor letter of recommendation if that is required by the school.

The screenshot shows a Mozilla Firefox browser window displaying the Naviance website. The page is titled "Colleges" and is for Penfield High School. The user is logged in as Charlie Chief. A green confirmation message states: "Confirmation: Your transcript requests have been submitted." Below this, the "transcript status" section is visible, containing a table of "College Application Transcripts".

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
2523563	SUNY Alfred	9/1 0/09	-	pending	-	-	
2523565	SUNY Binghamton	9/1 0/09	1/15/10	pending	-	-	
2527262	Eastman Sch of Mus	9/1 1/09	-	pending	-	-	
2523702	Monroe CC	9/1 0/09	-	pending	-	-	
2543593	St John Fisher Coll	9/1 7/09	-	pending	-	-	

Below the table, there is a section for "Other Transcripts" which states: "You do not have any other transcript requests."

13. You can track when records have been submitted by our counseling office by clicking on “Colleges I’m Applying To” under the “Colleges” tab.

The screenshot shows the 'Colleges I'm Applying To' page in a Mozilla Firefox browser. The page is for Penfield High School, logged in as Charlie Chief. The 'colleges' tab is selected. A search bar is on the left. The main content area is titled 'colleges I'm applying to' and contains a table of application records. A red box highlights this table. Below the table is a 'Delete Application' button and a section for 'College that I am attending' with a dropdown menu and an 'Update' button. The Windows taskbar at the bottom shows the Start button and several open applications.

College	Type	Common App	Expected Difficulty'	Deadline†	Transcript	Office Status	My Application	WL Defer Results	Actions
<input type="checkbox"/> SUNY Alfred	RD	-	N/A	-	requested	Pending	app submitted	Unknown	
<input type="checkbox"/> SUNY Binghamton	RD	Yes	N/A	1/15/10	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Case Western Reserve Univ	RD	Yes	N/A	1/15/10	no request	Pending	app submitted	Unknown	
<input type="checkbox"/> Eastman Sch of Mus	RD	-	N/A	-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> Monroe CC	RD	-	N/A	-	requested	Pending	have you applied?	Unknown	
<input type="checkbox"/> NCAA	RD	-	N/A	-	no request	Pending	have you applied?	Unknown	
<input type="checkbox"/> St John Fisher Coll	RD	Yes	N/A	-	requested	Pending	have you applied?	Unknown	