

T.R. ROBINSON HIGH SCHOOL

HOW TO REQUEST TRANSCRIPTS FOR COLLEGE

All seniors will request transcripts for college applications on **Naviance Student**. You can track the status of your transcript on the site!

Follow these steps:

1. Log on to your student account:

student.naviance.com

(If you need login information, see Mr. Clay in the Guidance Office.)

2. Click on “colleges I’m applying to” on the right side of the page.

If your college list is blank...

3. Click the + on the right side of the page.

4. Type in the name of the college, indicate how you are applying, and then click “add and request transcript.”

Make sure you select the application type (i.e. Early Action, Regular Decision, etc. If you apply Early Decision to a college, make sure to let your Guidance Counselor know so she can complete that form.)

If your colleges are already listed...

3. Click “+ Request Transcripts”

4. Check the box next to “Initial” and select the college from the drop down menu.

5. Click “Request and Finish”

You should request transcripts within a few weeks of submitting the college’s application online. Transcripts should not be sent more than a month before you submit the application.

*If you are applying to a college using the Common Application, you **MUST** request a COUNSELOR recommendation BEFORE your transcript can be sent.*

*See Mrs. Sallis in the **Guidance Office** if you have any questions about your transcript.*