

Requesting Transcripts

Other Transcripts

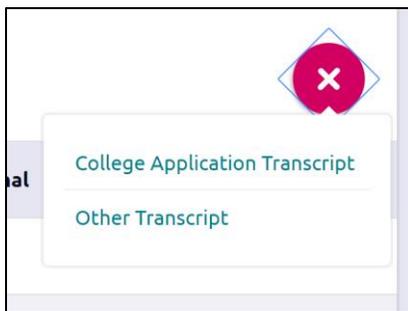
Students can use Naviance to request transcripts for personal use, such as job applications, summer programs, and scholarships.

1. From the Colleges section in Naviance Student, click **Manage Transcripts**.
2. Here students can see all the institutions to which a transcript request has been associated.

Transcript Requests

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your [colleges applications](#) up to date so that you can request the right transcript at the right time.

3. Use the **Add (+)** button to request an **"Other Transcript."**



What is this transcript for?

Scholarship

Athletics

Other

What additional materials, if any, do you want included?

Unofficial SAT Scores

Unofficial ACT Scores

When is this transcript due?

12/18/2020

Where are you sending the transcript?

Recipient Name: Sallie Mae

Address Line 1:

Address Line 2:

City:

Zip Code:

Other Notes:

4. Use the checkboxes and drop-downs to answer the transcript-related questions.
5. Click **Request and Finish**.