

Requesting Final Transcripts

NAVIANCE STUDENT

Seniors have two ways they can request their final transcript to be sent to colleges. **It is strongly recommended that seniors request final transcripts via Option 1: Senior Exit Survey.**

Option 1: Senior Exit Survey

Seniors can request their final transcript via **question #3** in the Senior Exit Survey:

Add, update and verify student college applications. Below is the latest information we have regarding your college application

Auburn University

☐ attending ☒ send final transcript ☐ never applied ☐ Waitlisted ☐ Deferred

Final decision: Unknown

App type: Regular Decision 22 January

Boston University

☐ attending ☒ send final transcript ☐ never applied ☐ Waitlisted ☐ Deferred

Final decision: Accepted

App type: Regular Decision 04 January

Brown University

☐ attending ☐ send final transcript ☐ never applied ☐ Waitlisted ☐ Deferred

Final decision: Unknown

App type: Regular Decision 05 January

Option 2: Colleges Im Applying To List

In the event a senior fails to request their final transcript via the Senior Exit Survey they should following the below steps.

Seniors can also request their final transcript by going to the **“Colleges I’m Applying To”** page. This is the page where seniors can see the list of colleges. See image below.

Seniors should **check off the check boxes for the colleges** they want to send their final transcript to > seniors should then **click the request transcripts button**.

Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. Match Accounts

Manage Transcripts Application Milestones +

1 selected + = extended profile available + REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> + University of Miami	EA	Early November Action 1	requested	Pending	CA	Unknown <input type="button" value="v"/> EDIT MORE
<input type="checkbox"/> Wake Forest University	RD	Regular January Decision 1	no request	Pending	CA	Unknown <input type="button" value="v"/> EDIT MORE

Seniors will then check **Final** and click the **Request and Finish** button to request their final transcript to be sent.

What type of transcript are you requesting?

☐

Initial

☐

Mid year

☒

Final

Where are you sending the transcript/s?



Boston University

Request and Finish