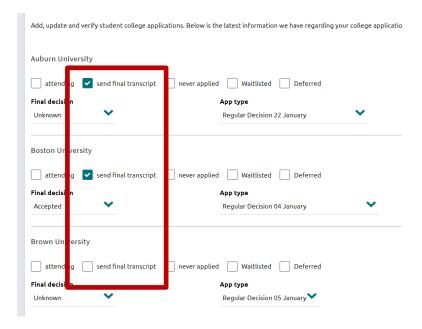
Requesting Final Transcripts

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:

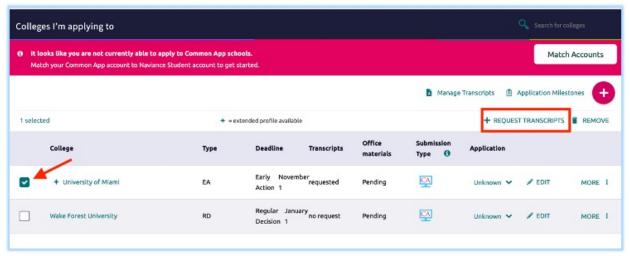


Option 2: Colleges Im Applying To List

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**.



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 | |
| · max | |
| Where are you sending t | he transcript/s? |
| | he transcript/s? |