

HOW TO REQUEST SENDING A TRANSCRIPT TO THE COLLEGE YOU ARE APPLYING TO

- 1) Log on to your Naviance Account. Go to www.naviance.com. Go to *Account Log-in for Students and Parents*. Enter your school name by first entering our school zip code: 44105. Find Cleveland Central Catholic High School and click. Then click "Student". Enter your school email address and your password: 6550baxter.
- 2) Then go to the *Colleges I'm applying to* tab. Click on the plus sign + in upper-right corner. Type in the name of the college you are applying to.
- 3) Indicate the APP type (regular decision, early action, etc.) and that you have submitted your application (either through the college's website or through Common App). If using Common App, match your Naviance & Common App accounts. **YOU MUST HAVE COMMON APP ACCOUNT SET UP FIRST!** Follow the steps to create that account and complete FERPA.
- 4) Use the *Request Transcript + button* to notify your counselor that you are ready to have your transcript sent to the college. **YOU MUST APPLY, INDICATE "APPLIED" ON NAVIANCE, AND REQUEST TRANSCRIPT** to notify/allow your counselor to send materials for you. *Note: If you have not yet submitted your Transcript Release Form to the Guidance Office, your counselor will NOT be able to submit your transcript to your colleges.*