

Transcript and Naviance Instructions

1. Students must add the college to which they are applying to the Colleges I'm Applying To list in Naviance. ([click here for instructions](#))
2. Students must request transcripts in Naviance (see instructions above) **and** in the [Registrar's Office](#).
3. We cannot send any transcripts or other documents until you have submitted your application. Once you have submitted your application, you **must** change your application status in Naviance ([click here for instructions](#)) in order for me to send your documents.
4. If you need a Counselor Recommendation, you must complete the Parent Brag Sheet and Counselor Questionnaire posted on my [website](#).