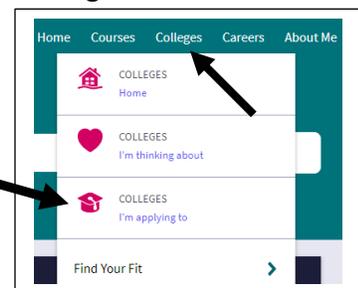


High School Transcript Requests

After you submit your application to the college, request your transcript electronically through Naviance.

Log into your AH schools account (lock and key) and select the Naviance icon

1. Select Colleges in the top right corner
2. Select Colleges I am applying to
3. Select the pink plus sign in top right corner



STEP 1 Add Application

STEP 2 Request Transcript

Use this illustration to complete Steps 4-8

Which college are you applying to?

4

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision January 1

5

I'll submit my application

6

I've submitted my application

7

Add Application

ADD AND REQUEST TRANSCRIPT

8

4. Select or search for the college in the drop down menu
5. Select your application type (regular decision, priority, early action...)
6. Select how you submitted your application (directly to college, Common App...)
7. Check the box indicating you have submitted your application to the college
8. Select the Add and Request Transcript button
9. Select the Initial transcript box

What type of transcript are you requesting?

Initial

10. Select the Request and Finish button

Request and Finish

NEXT STEPS:

- Fill out a Transcript Request Form available in the Counseling Office or Career Center
 - Green Form = Common App
 - White Form = All other types of Apps
- Bring your completed Transcript Request Form & \$3.00/per school transcript fee to Counseling Office
- **YOUR TRANSCRIPT WILL NOT BE RELEASED UNTIL ALL STEPS HAVE BEEN COMPLETED**