

# COON RAPIDS HIGH SCHOOL TRANSCRIPT/TEST SCORE REQUEST

Please print clearly and fill out one separate form for each college/scholarship

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_

Student Email (we may need to contact you): \_\_\_\_\_ Student ID: \_\_\_\_\_

-----  
Name of the College/Scholarship/Other: \_\_\_\_\_ Due Date: \_\_\_\_\_

## Steps for College Transcript requests (BEFORE HANDING IN THIS FORM!):

- \_\_\_\_\_ 1. Complete and submit your application for admission to the college listed above.  
(If you are using the **Common App** you **must** meet with your counselor before submitting this form)
- \_\_\_\_\_ 2. Request your transcript via Naviance (see reverse side for directions)

## What would you like sent via Naviance? (please circle Yes or No)

**Yes/No** Official Transcript: \$3.00 attached

**Yes/No** Unofficial ACT/SAT scores. Which score date: (i.e. 06/2015) \_\_\_\_\_, \_\_\_\_\_  
(ONLY IF YOU HAVE NOT ALREADY SENT DIRECTLY FROM ACT. Some colleges will NOT accept scores from us).

**Yes/No** Letter(s) of Recommendation (see instruction sheets for requesting letters)  
Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Yes/No** Other – please explain: \_\_\_\_\_

-----  
**ONLY If we are NOT sending your transcript via Naviance, please indicate the following:**

\_\_\_\_\_ I am requesting an official copy of my transcript in a sealed envelope

\_\_\_\_\_ Please mail my transcript to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ONLY check if you are in one of these programs:**

\_\_\_\_\_ College Possible \_\_\_\_\_ AVID \_\_\_\_\_ Upward Bound

**Student Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

*According to the Family Educational Rights and Privacy Act (FERPA), Coon Rapids High School has a responsibility to protect the confidentiality of your personal information. By signing this form, you are providing written documentation of your permission to release the specific information as requested above.*

Date received in the office: \_\_\_\_\_

Uploaded to Naviance: \_\_\_\_\_ (initials)

Mailed/given to the student: \_\_\_\_\_ initials

Date counselor sent via Naviance: \_\_\_\_\_ (initials) (updated Dec. 2015)

A screenshot of the Naviance Family Connection login page. The page title is "Welcome to Family Connection" with the tagline "Helping you navigate your future!". It includes a login form with fields for "username" and "password", a "remember me" checkbox, and a "Log in" button. There are links for "forgot your password?" and "need additional help?". A "are you new here?" box contains a "Need to register" link. At the bottom, there is a red cardinal logo and contact information for Coon Rapids High School: 2340 Northdale Blvd, Coon Rapids MN 55433-3097, p. (763) 506-7100.

## REQUESTING TRANSCRIPTS THROUGH NAVIANCE

<http://connection.naviance.com/coonrhs>

This program consists of several tools for researching colleges, planning for college, exploring careers, and more. We use the program to email out important information to you and your parents. You will use it to request transcripts and letters of recommendations for colleges. We want all seniors to keep us up to date about colleges to which they are applying. This is all done in Naviance Family Connection under the Colleges tab. See your school counselor or Ms. Sherga in the Career Center if you have trouble logging in.

### Transcript Request Steps

1. Log into Naviance through your Anoka-Hennepin login  
**Username:** First5firstname\_First5LastNameLast3ID    **Password:** Student ID
2. Click Colleges
3. Click Transcripts
4. Click Request Transcripts for my College Applications
5. Enter your College (Use Lookup feature)
6. Click Request Transcripts
7. **Pick up blue paper transcript request form from Counseling Office secretary. Complete form and return to counseling office secretary with \$3 fee for EACH transcript you are requesting.**
8. Your transcript will be electronically sent to the college once you have completed BOTH steps (Naviance request and paper request with \$3 fee).
9. Allow 5 school days for processing
10. Check the status of your transcript requests on Naviance by logging back in, clicking the "Colleges" tab, then clicking on "Transcripts" on the left side of the next page, and then clicking on "Check the status of my transcript requests." You will see a date the Counseling office has sent your transcript.

\*\* Note: For some colleges you will need to select in Naviance if you are applying via the school's regular application or the common application (many MN private colleges give you the option)

\*\*If you have taken College classes during high school, you need to contact the Registrar/Records Office at the colleges to have your official college transcript sent

\*\*If you have taken any AP classes, you would need to have the College Board send your scores

\*\*Since we use Naviance, we do not send transcripts any other format (ie SendEdu)