



COON RAPIDS HIGH SCHOOL TRANSCRIPT 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/NCAA/Other: _____ Due Date: _____

Steps for College Transcript Requests (BEFORE HANDING IN THIS FORM):

Yes/No 1. Complete and submit your application for admission to the college listed above.

***If you are using the Common Application **STOP!** There is a separate gold colored Common Application transcript request form. You will also need to make an appointment with your counselor regarding the process.*

Yes/No 2. Request your transcript via Naviance (see reverse side for directions)

Yes/No 3. Official Transcript: **\$3.00 Fee** attached

Yes/No 4. Letter(s) of Recommendation (pick up instruction sheet for requesting letters from teachers in the counseling office).

Most colleges do not need letters of recommendation unless they specifically ask for them!

Please list Name(s) of Recommender(s): _____

ACT SCORES: *If you did not previously request your ACT scores to be sent directly to the above college, you will need to request them by logging onto www.actstudent.org.*

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

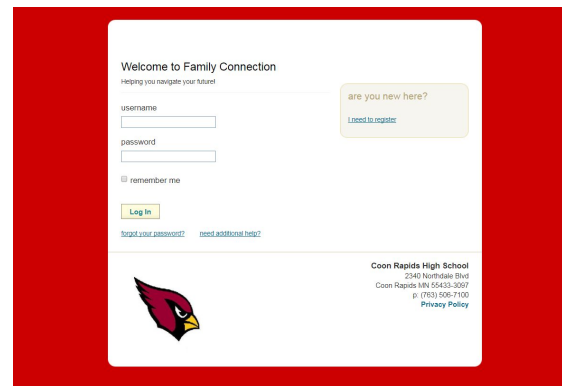
_____ Please mail my transcript to: _____

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 sent via Naviance: _____ (initials)



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 their counselor 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 the College & Career Specialist 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 (Under 'Resources', small text on left side of screen)
4. Click Request Transcripts for my College Applications
5. Enter your College (Use Lookup feature)
6. Click Request Transcripts
7. Click the blue 'look up' hyperlink on the right of the screen. Search colleges by name.
8. **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.**

- ❖ Your transcript will be electronically sent to the college once you have completed BOTH steps (Naviance request and paper request with \$3 fee).
- ❖ Allow 5 school days for processing
- ❖ You can 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 to the colleges you are applying to

**If you have taken any AP classes, you can self-report your scores and then also request that the College Board send your scores (these will go to the college registrar, not admissions)

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