**RLHS Guide to Transcript Requests through Naviance**

**General Information:**

* All college applications require high school transcripts.
* All requests for transcripts for colleges and scholarships go through Naviance.
* Complete a college application either
* Directly on the college’s website, or by
* Using the Common Application ([www.commonapp.org](http://www.commonapp.org)), or
* Using the Coalition Application ([www.mycoalition.org](http://www.mycoalition.org))

**Naviance**

* Add college names to your Naviance application list by:

1. Clicking “College Tab” – Select “Colleges I’m Applying To”
2. Under Common Application Account Matching box

3. Add to List by Clicking Red Plus Sign, then

+ College

+ Application Type

+ How are you applying?

+ Do you want to request a transcript now? If no, click “add application only”. If yes, click “add and request transcript”.

* Requesting a transcript
* When you click “add and request transcript” box, the following information is needed to complete your request:

1. Type of transcript (use initial for first time request)
2. Additional materials
3. Check box or type of college

**Matching Common Application with Naviance Account**

* Go to [www.commonapp.org](http://www.commonapp.org) and register/create an account
* Enter Red Land High School’s information into your Common App account,
* Add at least one college and sign Release Authorization on Common App.
* Write down your Common App Username and Password
* You MUST use the same email address in Naviance as you do for Common App.
* Log in to Naviance and complete the Common App Account Matching process under the “Colleges Tab” (there should be a video link on your home page to watch).