

Requesting Transcripts & Letters of Recommendation through



NAVIANCE

College & Career Readiness Planning

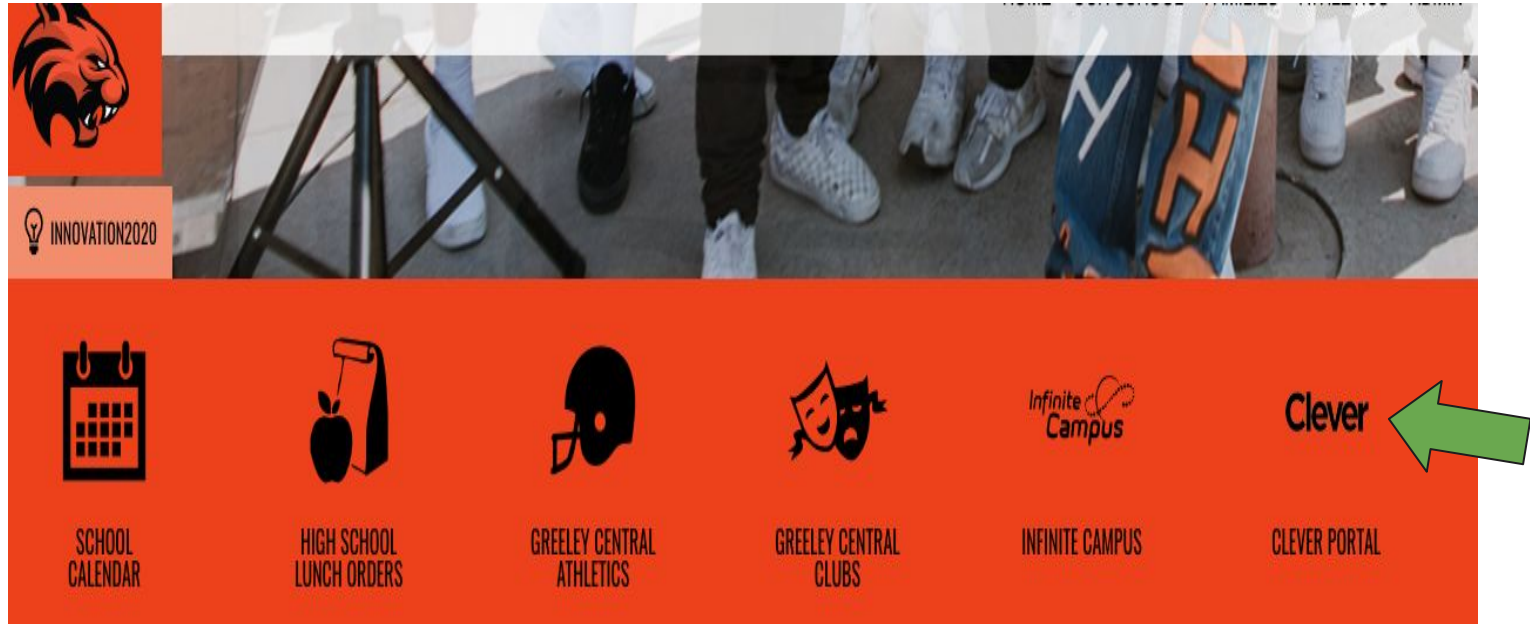
Steps for Requesting Transcripts



Request through Naviance

STEP 1


Open Naviance through Clever on Homepage




STEP 2

Find “Colleges I’m Applying To”



Welcome, Demo Rivera!

Search for Colleges 


 Type a college name

SEARCH

Welcome to Family Connection
by Naviance!



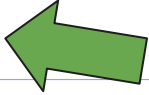

English  

Greeley Central High School's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you to set [future goals](#) for yourself, build a professional [resume](#), identify [careers](#) of interest, and [search for colleges](#) that will enhance your education and allow you to achieve your goals.



[Read more](#)

My Favorites

-  COLLEGES
[I'm thinking about](#)
-  COLLEGES
[I'm applying to](#) 
-  CAREERS AND CLUSTERS
[I'm thinking about](#)

STEP 3

Click the “+” Sign


Colleges I'm applying to


Search for colleges



Manage Transcripts

Application Milestones

Compare Me




 = extended profile available

 REQUEST TRANSCRIPTS  REMOVE

College that I'm attending:

N/A



Update

STEP 4

Add Colleges

Type out the college you applied to

Regular decision means you're applying by your college's application deadline for fall enrollment.

Early Decision is a binding agreement

Early Action is similar to Regular decisions but receive answer sooner

Direct to Institution means you applied through the university website

Common App means you used the Common App to complete your application

Check- off if you submitted your college application

STEP 1

Add Application

STEP 2

Request Transcript

Which college are you applying to?

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

App type

Regular Decision

I'll submit my application

☐

I've submitted my application

Add Application

ADD AND REQUEST TRANSCRIPT

STEP 5

Select the type

Make sure to click on "Initial"

What type of transcript are you requesting?



Initial



Mid year



Final

What additional materials, if any, do you want included?



Unofficial SAT Scores



Unofficial ACT Scores

Where are you sending the transcript/s?



Gonzaga University



Seattle Pacific University

Request and Finish

Finished!

✓ **Confirmation**

✕ Close

Successfully added college application(s) and received transcript request.

Colleges I'm applying to

 Search for colleges

 Manage Transcripts

 Application Milestones

 Compare Me



✦ = extended profile available

 REQUEST TRANSCRIPTS

 REMOVE

College that I'm attending:

N/A



Update

All colleges will be posted here with the status of your transcripts (Example: Sent, Pending, etc.).

Steps for Requesting Letters of Recommendation





**Request through Naviance NOT
Common App**


STEP 1


Click on “letters of recommendation section”


Colleges I'm applying to


 Search for colleges


 Manage Transcripts


 Application Milestones

 Compare Me




 = extended profile available

 REQUEST TRANSCRIPTS

 REMOVE

College that I'm attending:

N/A



Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information



STEP 2

Click “Add Request”

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.



Add Request

Recommendation For ▾

Deadline ▾

Recommender(s)

Status ⓘ

Cancel Request



Your recommendation requests will show up here.

Add Request

STEP 3

Answer each question then "Submit Request"

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?*

Le Febre, Elizabeth

Select one teacher at a time.

2. Select the recommendation request type:*

☐ Select All

Colleges ^

Due ^



Aims Community College

-- required / -- allowed / 0 requested

Not all Colleges/Universities will
require a Letter of Recommendation



University of South Alabama

0 required / 0 allowed / 0 requested

This college does not accept Letters of Recommendation

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Don't forget to list any clubs, sports,
activities, honors or awards that you
have been involved in or received.

3000 characters remaining

Cancel

Submit Request

* Indicates a required field

Finished!

👏 Way to go! Elizabeth Le Febre will be notified of this recommendation request for 1 colleges.



Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
Elizabeth Le Febre		Elizabeth Le Febre	Requested	X

Add Request