

Requesting Transcripts In Naviance

Getting on to Naviance

At School

1. Log on to the computer
2. Click on the “Clever” link on the desktop.
3. Click on the Naviance icon

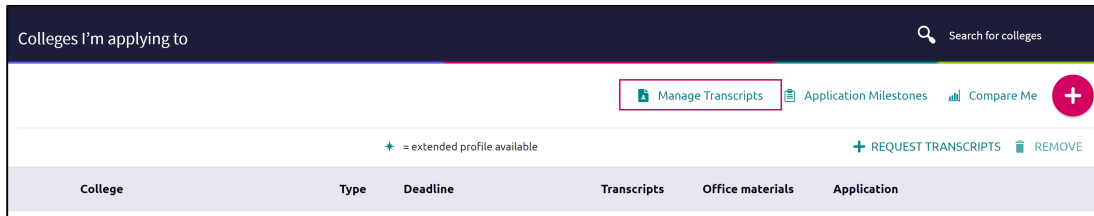
At Home

1. Go to: clever.com
2. Click “Log in as a student” upper right corner
3. Type in “Arlington”
4. Scroll down to your school name
5. Click “Log in with Google”
6. Log in to your School Google Account
7. Click on the Naviance icon

Manage Transcripts

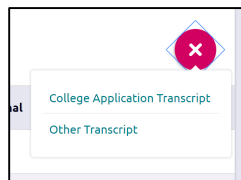
Use Manage Transcripts to keep track of your general transcript requests, whether for college applications, athletics, or scholarships. This is also where you can request an unofficial transcript.

1. From the Colleges I’m applying to list in Naviance Student, click **Manage Transcripts**.



The Manage Transcripts page displays.

2. Here you can see all the institutions to which a transcript request has been associated.
3. Use the **Add (+)** button to add either **College Application Transcript** or **Other Transcript**. Use “Other Transcript” if requesting an unofficial transcript or one for athletics/scholarship.



4. Use the checkboxes and drop-downs to answer the transcript-related questions.
5. Click **Request and Finish**.

Confirmation Number	Recipient	Type	Requested	Due	Status	HS/Year	Final	Confirm receipt
23822818	American Univ	College App	04/18/18	-	Pending	Requested	-	-
23824400	American Univ in Bulgaria	College App	04/27/18	03/05/19	Pending	Requested	-	-
23830645	Pennsylvania State University	College App	04/23/18	-	Pending	Requested	-	-
23830644	MSU Abington	College App	04/23/18	-	Pending	Requested	-	-
23822822	Harvard Natl	Scholarship	04/18/18	04/18/18	-	-	-	-

Transcript fees	
Total Requested:	3
Total Bill:	\$35
Paid to date:	-\$0
You owe:	\$35

SEE STRUCTURE
Think the structure fee structure for your school
Base cost per transcript: \$5
Base cost applies up to 3 transcripts
Cost per additional Transcript: \$10

Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial


Final

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

Unofficial SAT Scores

Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference 

Request and Finish

Click on this link to view a video with instructions for requesting and managing transcripts in Naviance: <https://www.screencast.com/t/LMtSIif3e1>