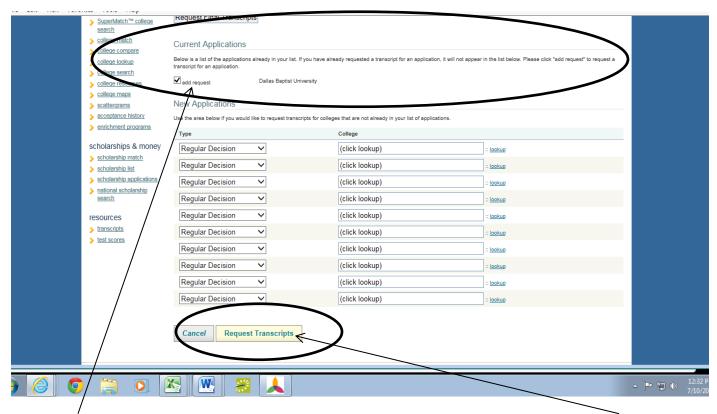
Requesting Transcripts in Naviance Family Connection

- 1. Login to Family Connection using a student account.
- 2. Select the **Colleges** tab in Family Connection.
- 3. Click the **Transcripts** link, listed in the "Resources" section on the left side of the screen.
- 4. Click **Request Transcripts** for the type of transcript you are requesting. (*If your prospective colleges are not already listed as Current Applications when using the "Request Transcripts for College Applications," see the instructions below.)
- 5. Enter the necessary information. This will differ based on the destination of the transcript.
- 6. Click Request Transcripts.



Check the box "add request" for the schools where you would like your transcript sent and then click Request Transcripts at the bottom of the screen.

- *Colleges will not appear on the Transcript Request page until they are moved to your "colleges I'm applying to" list using the following steps:
 - 1. Go to "colleges I'm thinking about."
 - 2. Check the box on the left beside each college where you need to send a transcript.
 - 3. Click Move to Application List.
 - 4. On the next screen, you'll have an opportunity to check a box for "request," which will submit your transcript request at that point; or you can leave the box empty and go back to the Request Transcripts page later.

NOTE: Remember to request your test scores from collegeboard.com (SAT) or actstudent.org (ACT) for each university or college where you are making application.