

Requesting Final Transcripts in Naviance

****Please note that your Final Transcript will not be ready and completed until 2nd semester grades are finalized at the end of May****

****Final Transcripts are only sent to one college/university that you have already been accepted into and are committed to attending (If you need a transcript to go with a recent application, you must still request your initial transcript).

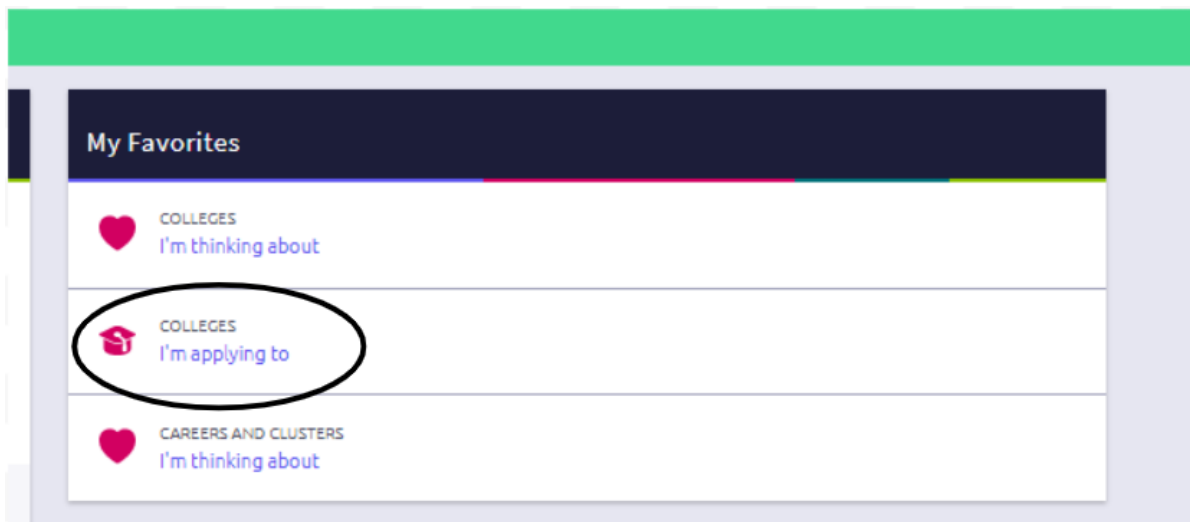
**** Final Transcripts DO NOT contain test scores (AP, IB, ACT, SAT, etc). Those must be sent by the student directly from ACT or College Board


****If you took CCP classes and you want the college/university to accept college credit for those classes, you must request your transcript be sent by the college that awarded the CCP credit. PHS cannot send your college transcript.

****Scarlet Oaks and Innovation Center students must email their transcripts requests to Mrs. Burroughs (A-L) or Mrs. Grabel (M-Z)

****ALL transcripts requests after June 1st must be emailed to Mrs. Meyer (kmeyer@vikingmail.org)

1. Log into Naviance using your Clever account
2. Click "Colleges I'm applying to"



3. Click the  EDIT next to each college to edit your application status. For each school, indicate:

- You have submitted your application by clicking the box
- The result of the application from the dropdown menu
- Scroll down to the bottom of the screen and click on “Save College Application”

University of Cincinnati-Main Campus

Have you submitted your application?
 I've submitted my application

Division
N/A

I'll submit my application
 Via Common App

College Deadline
12/01/2021

Counselor Override
Not Applicable

App type
Early Action (Fall Semester 2021 (Beginning August 24, 2021)) December

Result
 Waitlisted
 Deferred
 Accepted

Interest
N/A

Format
N/A

Save College Application

- On your “Colleges I’m applying to” page, scroll down to the “College that I’m attending” dropdown menu. Choose the college that you have committed to attend and click “update”.

Colleges I'm applying to

Did you change your mind about applying to Common App schools?

Manage Transcripts Application Milestones Compare Me

extended profile available REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Cincinnati-Main Campus	EA	Early Action 1	N/A	no request	Pending	CA	Accepted <input type="checkbox"/> EDIT MORE
<input type="checkbox"/> + Florida Atlantic University	ROLL	-	N/A	requested	Initial materials submitted	CA	Unknown <input type="checkbox"/> EDIT MORE
<input type="checkbox"/> + Ohio University-Main Campus	EA	Early Action 1	N/A	requested	Pending	CA	Unknown <input type="checkbox"/> EDIT MORE

College that I'm attending:
Ohio University-Main Campus

Update

NOTE: each school you are accepted to must also show that a transcript has previously been requested or sent. *If you are just now adding a school to your “Colleges I’m applying to” list, make sure you also check the “Request Transcript” button before you click on the add button*

If you have recently applied to college, you must request your **initial transcript** to go with your application. Once you are accepted, you will request your final transcript.

5. To request your final transcript, click the checkbox to the left of the college name, in the “Colleges I’m applying to” list, then click, “Request Transcript”

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Cincinnati-Main Campus	EA	Early December Action 1	N/A	no request	Pending	CA	Submitted EDIT MORE
<input type="checkbox"/> + Florida Atlantic University	ROLL	-	N/A	requested	Initial materials submitted	CA	Unknown EDIT MORE
<input checked="" type="checkbox"/> + Ohio University-Main Campus	EA	Early February Action 1	N/A	requested	Pending	CA	Accepted EDIT MORE

Click “Final” for the type of transcript you are requesting and then click “Request and Finish”

What type of transcript are you requesting?

Initial

Final

Where are you sending the transcript/s?

Ohio University-Main Campus

Request and Finish

NOTE: If you do not see your school available to request a final transcript, make sure you go back and complete Step 3