

# Transcript Request Checklist

*Current Students Only (Alumni use separate form)*

Please read - Students are responsible for requesting their transcripts to be sent to Colleges and Universities. All requests will be made electronically through Naviance.

Students must follow the steps below for each transcript request.

Student's Full Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Graduation Year \_\_\_\_\_ Phone \_\_\_\_\_

- I submitted my application
- I signed the FERPA Waiver on Common App (if applicable)
- I matched my Common App to my Naviance account (if applicable)
- I added the College/University(s) to my "Colleges I'm thinking about" list on Naviance
- I added the College/University(s) to my "Application List" on Naviance and clicked to request my transcript when prompted

Please note which colleges you have requested transcripts for in your Naviance account:

College/University \_\_\_\_\_

How you applied (Circle): Common App      Directly to College

What is the application deadline you are applying for? \_\_\_\_\_ -

(Please check one)      Initial Transcript \_\_\_\_      Mid-year Transcript \_\_\_\_

College/University \_\_\_\_\_

How you applied (Circle): Common App      Directly to College

What is the application deadline you are applying for? \_\_\_\_\_ -

(Please check one)      Initial Transcript \_\_\_\_      Mid-year Transcript \_\_\_\_

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College/University \_\_\_\_\_

How you applied (Circle): Common App      Directly to College

What is the application deadline you are applying for? \_\_\_\_\_ -

(Please check one)      Initial Transcript \_\_\_\_      Mid-year Transcript \_\_\_\_

\_\_\_\_\_ I qualify for a College fee waiver (must be on free or reduced lunch) and need the form so I (the student) can mail it to the College/University(s) I'm applying.

*If applying through the Common App or Send.edu, your counselor will submit the waiver electronically*

**If you used the Common App what email did you use:**

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please allow 5-7 business days for processing.

Office Use: Date Processed _____
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