

## Transcript Requests for Seniors

**All transcript request must be made 2 week prior to the deadline.**

**We've gone paperless! All requests for transcripts must be completed through Naviance.**

**Please follow these steps:**

1. Log in to your Naviance account via the PVHS homepage. (If you do not remember your password, please utilize the "forgot password" link and the system will email your password to you.)
2. After successfully logging in, click on the "Colleges" tab and "Colleges I am applying to" link.
3. Create your list of colleges you plan to apply to. (click "add to this list" to begin)
4. If you are applying to any colleges via the Common App, you will need to complete the information in the blue box titled "Common Application Account matching". This syncs the 2 systems. You will also need to answer the question on column 3 of your list "Applying via Common App?" select yes or no.
5. To request transcripts, click "request transcripts" under the "Colleges I am applying to" header. Select the colleges for which transcripts need to be sent and submit your request. **Please complete all transcript requests at least 2 weeks prior to the application deadline.** \*Please note that FSU and UF now utilize a self-reporting system for applicants and do not want official transcripts sent.\* Do not request transcripts be sent to these 2 universities when you apply. Students should use the HAC portal on the PVHS website to view their transcript for self-reporting. *You are done if you are requesting a transcript only. If you need your counselor to complete a Secondary School Report (SSR) and/or a letter of recommendation, go to step #6.*
6. If the college you are applying to requires a SSR and counselor letter (Common App schools do), you should make this request in person to your counselor. Please complete the "Request for Letter of Recommendation" form and turn it in to the counselor when you make your request. ***We require at least 2 weeks' notice for letters of recommendation.***
7. You can log into Naviance to check the status of your transcript requests. When you go back to the "Colleges I am applying to" page you will notice the transcript status is updated when we send your transcripts. Students are responsible for following up with the college to make sure they receive your transcript.
8. You can also request transcripts for NCAA, scholarships or personal use through Naviance (hard copy transcripts will cost \$2 each). For NCAA, please follow the additional directions on the back of this page. To request official transcripts for scholarships or personal use, please click on the "transcripts" link from the bottom left hand side of the page and then click "request transcripts for scholarships". Completely fill out all information for each transcript needed. You will need to provide us the address where it should be sent. If you would prefer to pick up an official transcript, please indicate that in the other notes field and **do not** add an address. You can pick up a hard copy of your transcript at the PVHS front desk 2 weeks after your request. Cost will be \$2 per hard copy.

IF YOU HAVE QUESTIONS ABOUT THIS PROCESS, PLEASE SEE YOUR GUIDANCE COUNSELOR.

## **Teacher Recommendation Requests Through Naviance**

If you are applying to colleges that require letters of recommendation from teachers, please follow this process.

1. Always ask the teacher in person first, and then please give the teacher a copy of your resume and/or a copy of the PVHS request for letter of recommendation.
2. After you have done this you can complete the request in Naviance by going to your Colleges I am applying to page. Scroll down to the Teacher Recommendations section and select add/cancel requests. From here you will see a drop down menu where you can select the teachers and send them a note (such as date due). Update requests when you are done with the page and the teachers will receive an email regarding your request.
3. When the recommendations are complete, you will be able to see the updated status on your "Colleges I am applying to" page.

## **NCAA Transcript Request**

1. Go to the NCAA Eligibility Center website [www.eligibilitycenter.org](http://www.eligibilitycenter.org)
2. Student registers with the NCAA
3. Login to NCAA account
4. Request Transcripts
  - a. Click My Planner
  - b. Click My Task List
  - c. Click Official Transcript Needed
  - d. Click here to submit request to PVHS
  - e. Complete process in parchment
5. After you have followed these steps, login to your Naviance account and request a transcript be sent to the NCAA.
6. Repeat the process to request final transcripts for the NCAA.
7. If you have any questions, please see you counselor.