

Official Transcript Request Process

1

Students must add the college(s) applying to on his/her Naviance account.

Add these colleges to your "Colleges I'm Applying To" list & make sure you mark how you applied to the school.

Pay for the number of transcripts requested.

2

Ways to Pay:

(1) Online via MyPaymentPlus (MPP).**

- Under "Events & Activities" find "Official Transcripts".

**YOU WILL NOT BE PERMITTED TO ADD THE TRANSCRIPT(S) TO YOUR CART UNTIL ALL REQUIRED FIELDS ARE COMPLETE.

**BE SURE YOU MARK THE CORRECT TRANSCRIPT TYPE WHEN COMPLETING THE FORM. IF THIS IS YOUR FIRST TRANSCRIPT BEING SENT TO THE COLLEGE, YOU NEED TO MARK IT AS "INITIAL".

(2) Bring \$2 (exact cash) to Ms. Jenkins in the Counseling Office.

3

Come to the Counseling Office to fill out your transcript card. This can only be done IN-PERSON, so you must come to the Counseling Office to complete.



Once all 3 steps are complete, your transcript will be able to be sent.

Allow at least 2 weeks for colleges to receive/update your profile.

NOTE: Some colleges can take up to 6 weeks to process applicant documents.