

Requesting Transcripts

*Questions? Please email naviance@everettsd.org / 425-385-4183

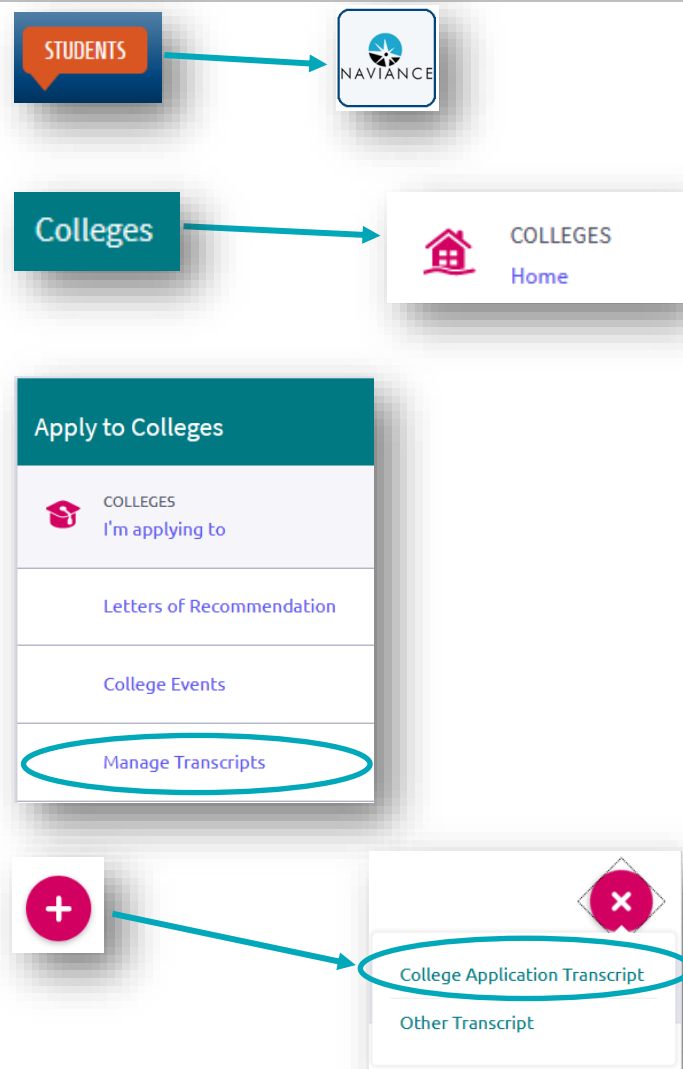
Step 1: Log-in to Naviance *Student*

Use your district student ID and password.

Step 2: Click the **Colleges** menu > **Colleges I'm applying to**

Step 3: Scroll to the **Apply to Colleges** section and click on **Manage Transcripts**

Step 4: Click the **plus symbol** and select **College Application Transcript**



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Step 5: Select **Initial** as the type of transcript you are requesting.

Select where you would like the transcript sent by clicking the drop down arrow.

Choose either a college already on your list or search for the college to add to your list.

Click **Done**

Step 6: To request a transcript other than for college, click the **plus symbol** and select **Other Transcript**.

Complete the request form and click **Request and Finish**

The screenshot shows the Naviance transcript request interface. At the top, a teal box contains the text "Naviance | Student". Below this, a section titled "What type of transcript are you requesting?" has two radio buttons: "Initial" (selected with a teal checkmark) and "Final". To the right, a section titled "Where are you sending the transcript/s?" has a dropdown menu with "No Preference" selected, indicated by a teal circle and arrow. Below these, a "Colleges" list is shown with a search bar containing "Start typing" (circled in teal) and two entries: "Central Washington University" (with a teal circle around its checkbox) and "Everett Community College". At the bottom, a teal button labeled "Request and Finish" is visible. To the left of this button is a pink square with a white plus sign (+). To the right is a pink square with a white X. Below the X is a dropdown menu with "College Application Transcript" and "Other Transcript" (circled in teal). Arrows indicate the flow from the "Initial" selection to the "Other Transcript" selection and then to the "Request and Finish" button.