
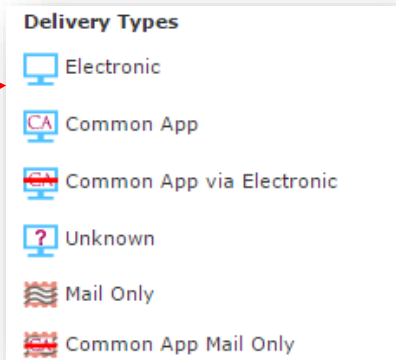








## Registrar Tasks to Complete



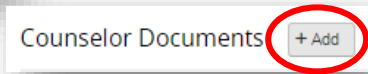
### Final Transcripts:

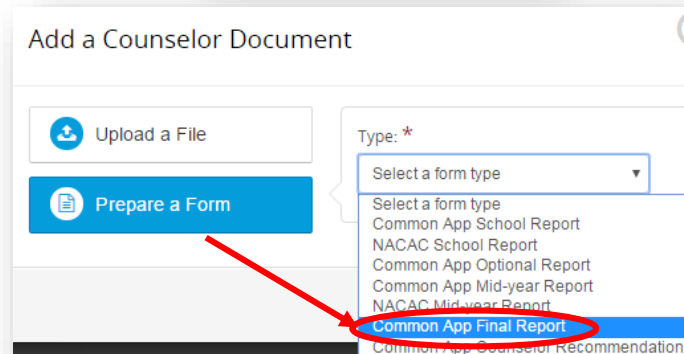
- ☐ 6/23/16 registrars receive report of final transcript destinations for students
- ☐ Send final transcripts as indicated for **electronic & mail only** delivery types 
- ☐ Set **attending college** and **send** any final transcripts. *(Requested by students in person or who forgot to indicate their attending school through Naviance prior to graduation)*
- ☐ Check **Application Manager** and **Transcript Request Manager** for any last minute initial applications/transcripts needing to be sent
- ☐ Open & click **SAVE** for **Common App Final Report** and **transcript** to be sent for all students indicating their attending school is a Common App destination.



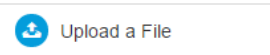
**Delivery Types**


-  Electronic
-  Common App
-  Common App via Electronic
-  Unknown
-  Mail Only
-  Common App Mail Only

1. Click on student name
2. Click **eDocs**  > Click **Prepare** 
3. Click **+Add** next to **Counselor Documents** 
4. Click **Prepare a Form** and select **Common App Final Report**



**Add a Counselor Document**








 Upload a File

 Prepare a Form

Type: \*

Select a form type

- Select a form type
- Common App School Report
- NACAC School Report
- Common App Optional Report
- Common App Mid-year Report
- NACAC Mid-year Report
- Common App Final Report**
- Common App Counselor Recommendation

5. Click **Prepare Form**  > scroll down to the bottom and click **Save** 
6. Click **eDocs**  > Click **Send** 
7. Click **Full details** next to college student indicated as attending 
8. Now you will be able to click the box next to **Final Report** 
9. Click **Review and Submit**  and click **Submit** in the next window.

### Printing Labels:

To create a list of labels for the matriculation colleges and print them:

1. Go to **Home > Application Manager**.
2. Go to **Submitted Apps**.

## **Registrar End of Year Naviance Checklist**

- |  |  |
|--|--|
|  | <ol style="list-style-type: none"><li>3. Click the <b>Advanced Search</b> button.</li><li>4. Use the <b>Attending</b> drop-down menu to select <b>Attending</b> and then click the <b>Search</b> button.</li><li>5. Check the <b>All</b> box from the list that appears.</li><li>6. Select <b>Print Mailing Labels to Colleges</b> from the <b>Process Selected Applications</b> drop-down.</li><li>7. Click the <b>Go</b> button.</li><li>8. Select the appropriate options and click the <b>Continue</b> button.</li><li>9. Click <b>View</b> or <b>Download</b> to display a PDF with your labels.</li><li>10. Put labels in your printer, and then use the Print feature in Adobe Reader to print the labels.</li><li>11. Close the Adobe Reader window to return to Naviance.</li></ol> |
|--|--|