

Requesting Transcripts

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

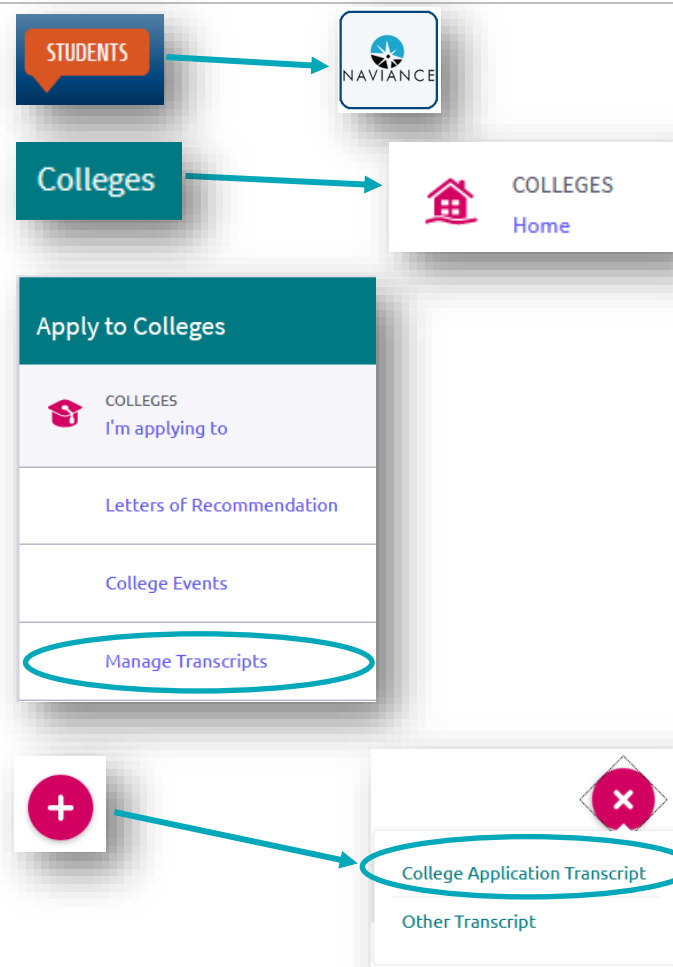
Step 1: Log-in to Naviance *Student*

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 'What type of transcript are you requesting?' section. The 'Initial' option is selected with a checkmark, while 'Final' is unselected. Below this is a search bar with a magnifying glass icon and the text 'Start typing'. A list of colleges is shown below the search bar, with 'Central Washington University' and 'Everett Community College' visible. A red circle highlights the 'Central Washington University' checkbox. To the right of the search bar is a 'Close' button with an 'X' icon. Below the college list is a red plus symbol in a white square. To the right of this is a dropdown menu with a red 'X' icon, showing 'College Application Transcript' and 'Other Transcript'. A red circle highlights the 'Other Transcript' option. Below the dropdown menu is a teal button labeled 'Request and Finish'. Arrows indicate the flow from the 'Initial' selection to the search bar, from the search bar to the college list, from the plus symbol to the dropdown menu, and from the dropdown menu to the 'Request and Finish' button.