How to Request Final Transcripts Using Naviance: A Step by Step

1. Log in to GCPS Portal



2. Click on Naviance on the portal landing page under additional resources



3. Click on "Colleges I'm Applying To" in My Favorites



4. Click on the pencil to edit the applications



5. For each school on your list indicate

- a. If you have submitted an application by clicking the box
- b. Choose the result of the app from the drop down menu
- c. Then scroll to the bottom of the screen and click on update application.

Quick Links	The colleges you're applying have been updated		
MORE SEARCH OPTIONS			
SuperMatch®			
Advanced college search	Brenau University (GA)		
College lookup	Have su submitted your application? App Type () To unknowitted my soplication Rolling - Foil 2023 term - Deadline Jul 29		
MY COLLEGES	Il submit my application Result Unknown	~	
Upcoming college events	Via Common App Direct to the institution		
Colleges Visits	Are you planning to submit your SAT or ACT scores to be considered during the admission review process?		
Colleges I'm thinking about	Choose an option N/A	~	
Colleges I'm applying to	Format College Deadline N/A	~	
Letters of recommendation	07/29/2023		
COLLEGE RESEARCH	Counselor Override Not Acolicable		

6. Scroll down to "college that I am attending." Select the college you plan to attend from the drop down and click "update."



NOTE – each school you are accepted to must also show that a transcript has previously been either requested or sent. *If you are just now adding a school to the list, make sure you also check the transcript button before you click on the add button.*

Example: Observe "no request" under the transcript column for PVAMU above (Step #6). Then look at picture in Step #9 below... PVAMU does not show up in the Final Transcript list because an initial transcript was never requested. It does, however, show up in the current application section.

7. Go to "Manage Transcripts" above your college list

PERP	PA completed				E Man	age Transcripts	Application	on Milestones 🛛 📸 Compa	re Me 🗧	
		= extended profile available				+ BEQUEST TRANSCRIPTS 🔋 REMOVI				
	College	Арр Туре 🚯	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application		
	University of North Georgia	Regular Decision - Fall 2023	Feb 15	N/A	sent	Mid-year submitted	CA	Submitted 🛩 🖋 EDIT	MOR	
	Alabama A & M University	Other - International Spring	Oct 1	N/A	sent	Mid-year submitted	₽	Submitted 💙 🖋 EDIT	MOR	
	Alabama State University	Rolling	Sep 1	N/A	sent	Mid-year submitted	P	Unknown 🗸 🖌 EDIT		

8. Click the button for your school under Request Final Transcript - and click "Request Final Transcript"



Note: if you do not see a section for requesting final transcripts or a "Request Final Transcript" button, make sure you go back and complete step 5 of the directions above.

Also, you can send a final transcript to two schools if needed, such as the GGC and Kennesaw.

IMPORTANT ATHLETES: If you will be attending a college on an athletic scholarship, be sure to send a final transcript to NCAA, NJCAA or NAIA as well as the college you are attending. (You will need to add the correct eligibility center to your list of colleges and you will need to edit your results as accepted in order to send.)

IMPORTANT DUAL ENROLLMENT STUDENTS: Be sure to send your updated dual enrollment college transcript to the college you plan to attend next. You must order the transcript through your colleges student services platform. You will incur a small fee.

Final transcripts do NOT contain SAT, ACT, or AP scores! These must be sent directly from ACT or College Board.