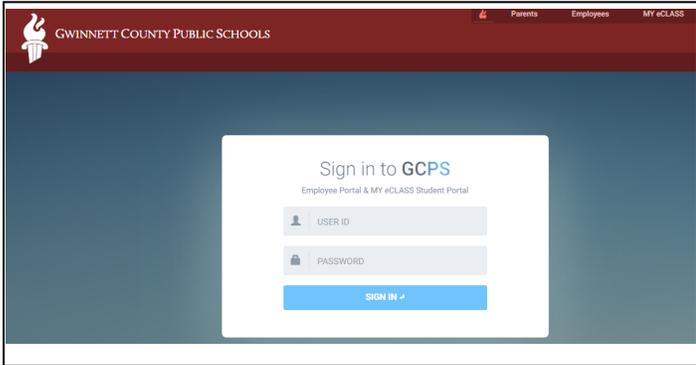
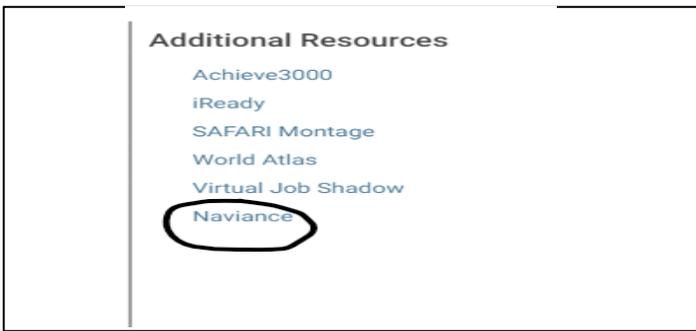


How to Request Final Transcripts Using Naviance: A Step by Step

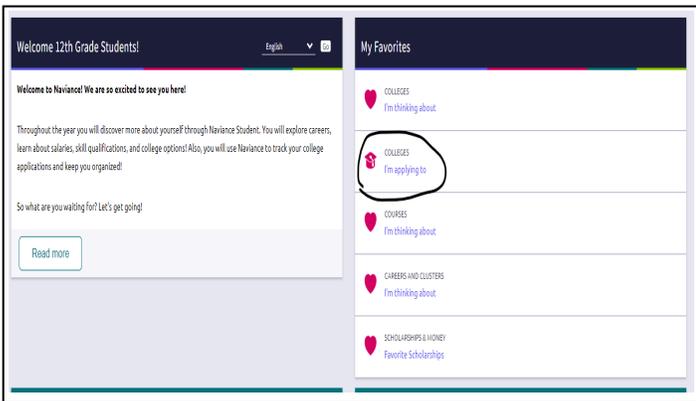
1. Log in to GCPS Portal



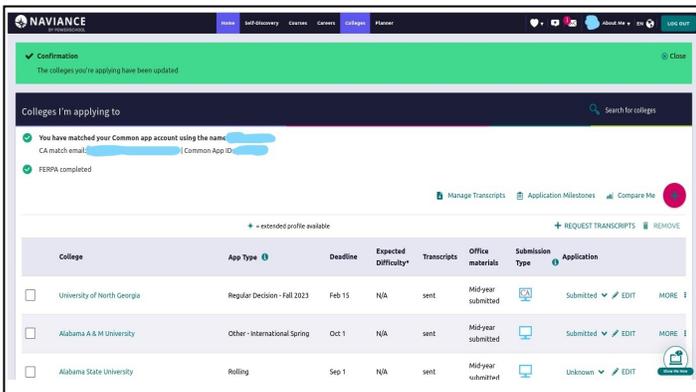
2. Click on Naviance on the portal landing page under additional resources



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

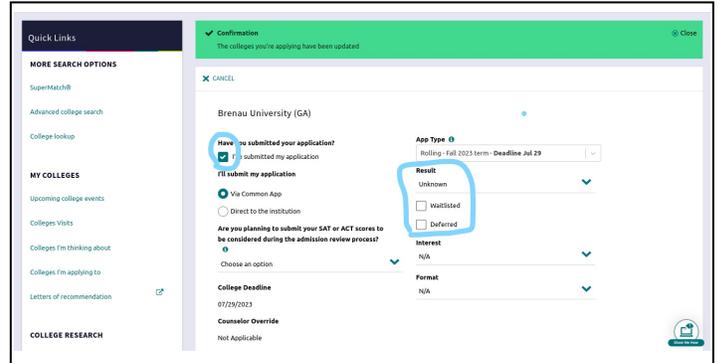


4. Click on the pencil to edit the applications

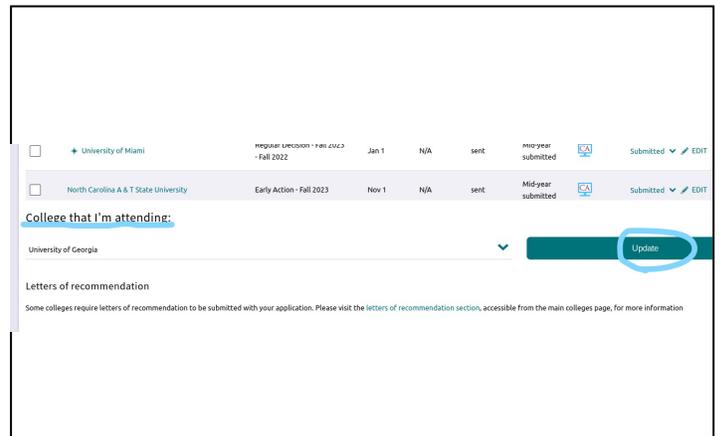


5. For each school on your list indicate

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



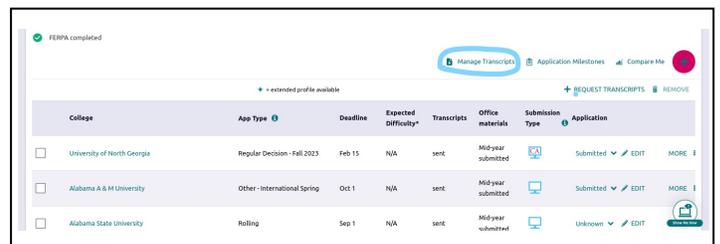
6. Scroll down to "college that I am attending." Select the college you plan to attend from the drop down and click "update."



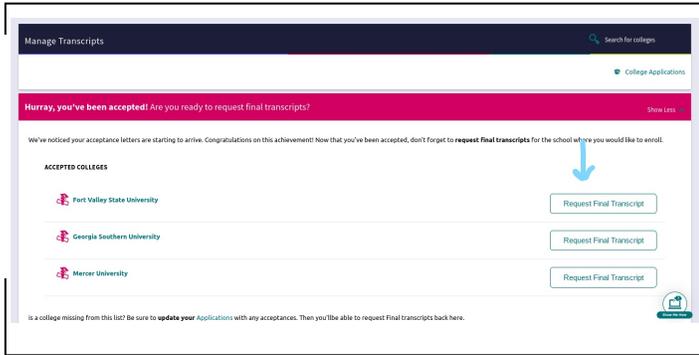
NOTE – each school you are accepted to must also show that a transcript has previously been either requested or sent. If you are just now adding a school to the list, make sure you also check the transcript button before you click on the add button.

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



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.***