**Requesting Official Transcripts on Naviance**

1. Make sure the school you need the transcript to be sent to is on your “colleges I’m applying to” list. If it is through the Common Application mark **yes**, if it is not mark **no**.

2. Click on the colleges tab, click on transcripts on the left side under resources, then request transcripts for my college applications. You can then click the box of the school(s) you want an official transcript to go to. Scroll to the bottom and hit request transcripts.

3. Once you have requested your transcript(s) on Naviance, go see your counselor for the yellow transcript request form.

4. Fill out the form and take it to the bookkeeper in the front office. Pay the $2.00 per transcript, and Mrs. Willemsen will sign your yellow form once you have paid.

5. Return the signed yellow form to your counselor and your official transcripts will be sent.

***Transcripts will not be sent by giving your counselor the “sendedu” form, or other transcript request form from the college application. You **must** request the transcript through Naviance and use the yellow transcript request form.

**Requesting Letters of Recommendation on Naviance**

1. Talk to the MVHS teacher or staff member one on one, face to face about writing a letter of recommendation for you. Make sure you are giving them a minimum of 2 weeks to write the letter of recommendation for you.

2. Login to your Naviance account, click on the colleges tab, then “colleges I’m applying to”, then scroll to the bottom on the page where it says Teacher Recommendations. Then click add or cancel requests.

3. Use the drop down menu to select a teacher(s) and add a note in the notes box with the deadline that you need the letter uploaded by and a thank you. Please also mention if you are applying to any schools through the Common Application as they will also have to complete a teacher recommendation form.

4. Check in with your counselor on or a few days before the deadline to see if the letter(s) have been uploaded. If they have, your counselor will send them to your selected college(s). If it has not been uploaded, you will need to personally talk with that teacher and remind them to upload your letter.