

## Requesting a Transcript

### **When:**

- As a part of the initial college application;
- As a part of a scholarship application;
- As a part of the NCAA Clearing House (*athletics*);
- As a part of the mid-year/7 semester transcript;
- Final transcript which would include all 8 semesters;

### **How:**

#### **Option 1: Naviance**

- A. Log in to Naviance
- B. Click on Colleges Tab
- C. Click on transcripts on the left column
- D. Click on Request transcripts for my college applications
- E. Select Colleges you would like to send transcripts to
- F. Click on Request Transcripts at the bottom to submit request
- G. Mrs. York will then electronically send your transcript to the schools selected. ACT/SAT scores are not included - request them from ACT/SAT website).

#### **Option 2: Through the SCA Registrar, Kay Hewitt**

- A. Location: Form located in turntable in the High School Office, in the Counselor's Office, or online in the Counselor's Documents & Files folder.
- B. Paper copy & mailed through the USPS.
- C. Allow a 1-2 week turn-around.
- D. Free service.
- E. Fill out a transcript request form and turn into Kay Hewitt, the SCA registrar.
- F. ACT/SAT scores can be included.

### **Notes:**

- >-- Whether a transcript is sent either by Naviance or directly from SCA, it usually takes approximately 2-3 weeks for a college/university to process the transcript.
- >-- Requesting a recommendation through the counselor is NOT requesting the official transcript.
- >-- Submitting a request online through a college is NOT an official transcript request.