5 Steps to Ordering Transcripts for Colleges:

Important– *Order and pay for your transcripts at least 10 school days before the deadline!*

1. In your Naviance account, load your final list of colleges into the "Colleges I'm applying to" screen under the "Colleges" tab

2. After filling out and submitting your applications, return to the "Colleges I'm applying to" chart and click on "have you applied?" under the "My App" heading

3. Mark the first three boxes under each college for which you're requesting a transcript (i.e., Application submitted; App Type; College Deadline), then scroll to the bottom and click "Update Applications"

4. Go back to the "Colleges I'm applying to" screen and click "request transcripts" just under the heading. In the request transcripts screen, check the box titled "add request" under the colleges for which you need the transcript. LHS will automatically send unofficial test scores. Scroll to the bottom of the screen and click "Request Transcripts"

5. Pay $5 cash or check to Mrs. Inbody in the Counseling Office, or Ms. Reimers or Ms. Sayre in Post Grad, and fill out a transcript form.

Breathe a sigh of relief – you've completed your application!