

Transcript Request Procedure—Classes of 2016-2018

Log in to Naviance (www.unionps.org  College/Careers  Naviance).

Remember: You cannot request a transcript for a college you haven't added to the list of colleges you are applying to.

Transcripts for colleges (initial and final). This **DOES NOT** include transcripts for TCC Concurrent Enrollment.

- Select the **Colleges** tab in Family Connection.
- Click on the “Colleges I’m applying to” link, listed in the Colleges section.
- Transcripts can be requested two different ways:
 1. Click on the link “request transcripts” next to “add to this list” across the top of the screen.
 2. Click on the “transcripts” link under “resources” on the left menu bar, then choose the first option on the following screen.*

Transcripts for Personal Use (This includes transcripts for TCC Concurrent Enrollment)—these transcripts should be picked up at CCC reception.

- Select the **Colleges** tab in Family Connection.
- Click on the “transcripts” link under “resources” on the left menu bar.
- Choose “Request transcripts for athletics or scholarships.”
- Next to “Reason” choose personal from the drop down menu.
- Next to “Receipient” type in your name. **Do not fill in any of the other blanks!**
- Scroll to the very bottom and click on “Add Transcript Requests.”
- Your transcript will be available to be picked up at CCC reception 24-48 hours from the time of your payment.
- When you check the status of your transcripts on Naviance, personal transcripts that have been processed will have the date of processing listed under “Mailed.” *

Transcripts for scholarships, summer programs, or venues that need to be mailed

- Select the **Colleges** tab in Family Connection.
- Click on the “transcripts” link under “resources” on the left menu bar.
- Choose “Request transcripts for athletics or scholarships.”
- Fill out the form completely except for “follow up” and “notes.”
- Scroll to the very bottom and click on “Add Transcript Requests.”
- Your transcript will mailed in approximately 24-48 hours from the time of your payment.*

**Once you have requested a transcript, you must pay \$1.00 for it before it will be sent to the college. You will pay Mindy Willman (CCC secretary) for your transcript in the College and Career Center. Transcripts will be processed AFTER payment is made. You can check the status of your transcript requests by clicking “transcripts” under “resources” on the left menu bar. On the next screen, select “View Status of all My Transcript Requests.”*