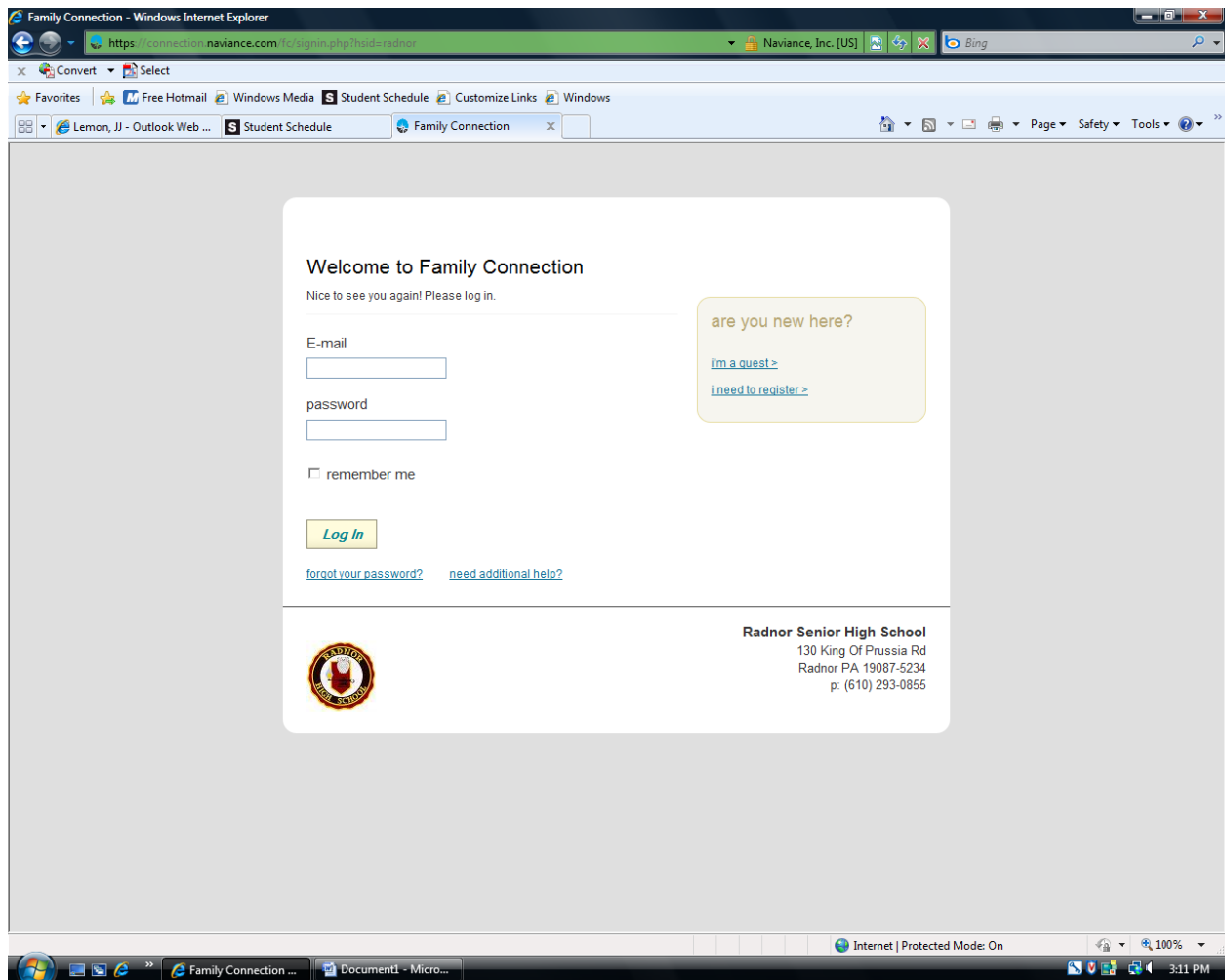


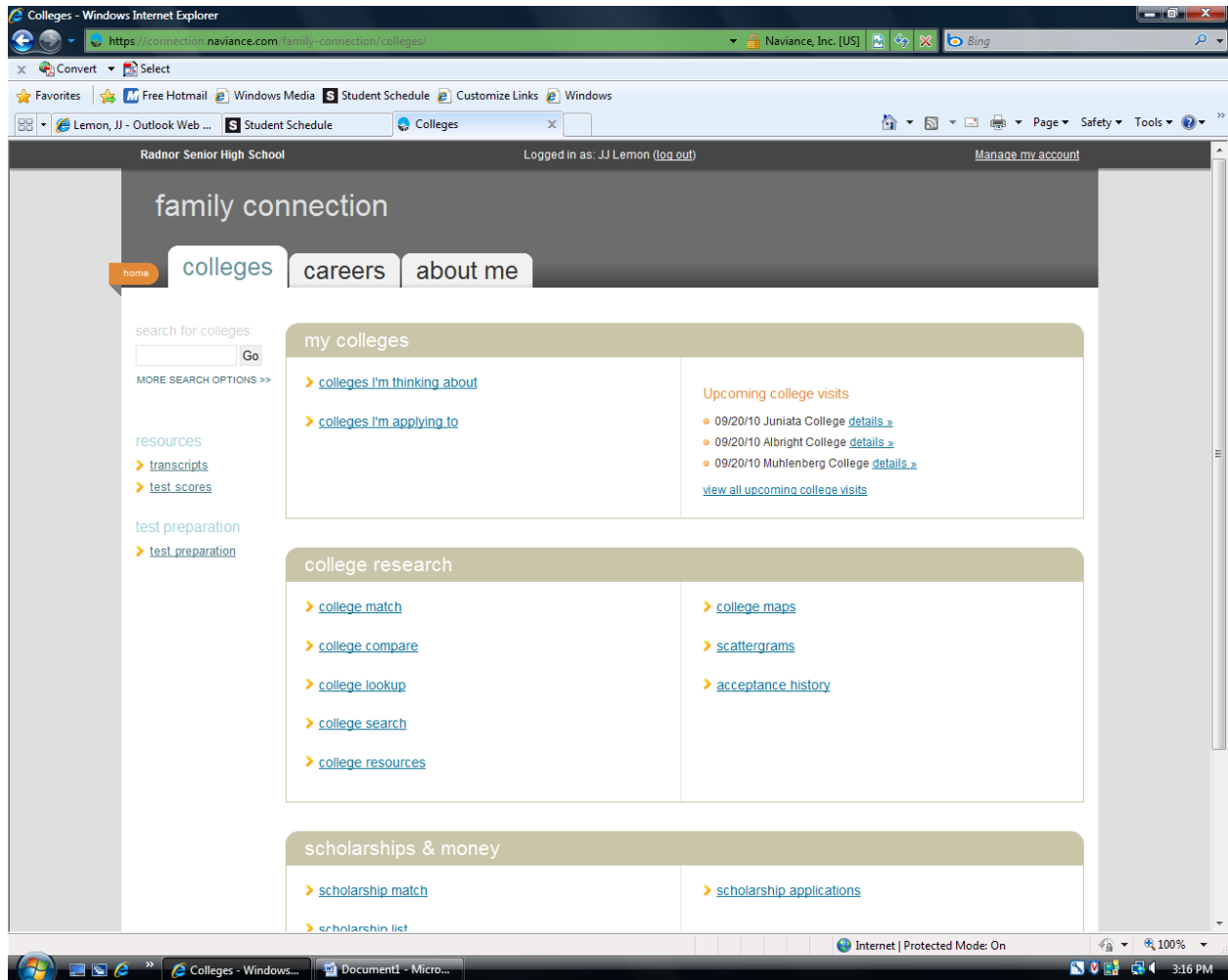
NAVIANCE STUDENT TRANSCRIPT REQUEST PROCEDURES



1) Log in to Naviance using your email address and password. If you don't know your account information, or don't have an account, please contact the Guidance Office at 610-293-0855 x 3529. The web address for the log in page is listed below, and can also be found under the Naviance tab on the Guidance section of the High School website.

<https://connection.naviance.com/fc/signin.php?hsid=radnor>

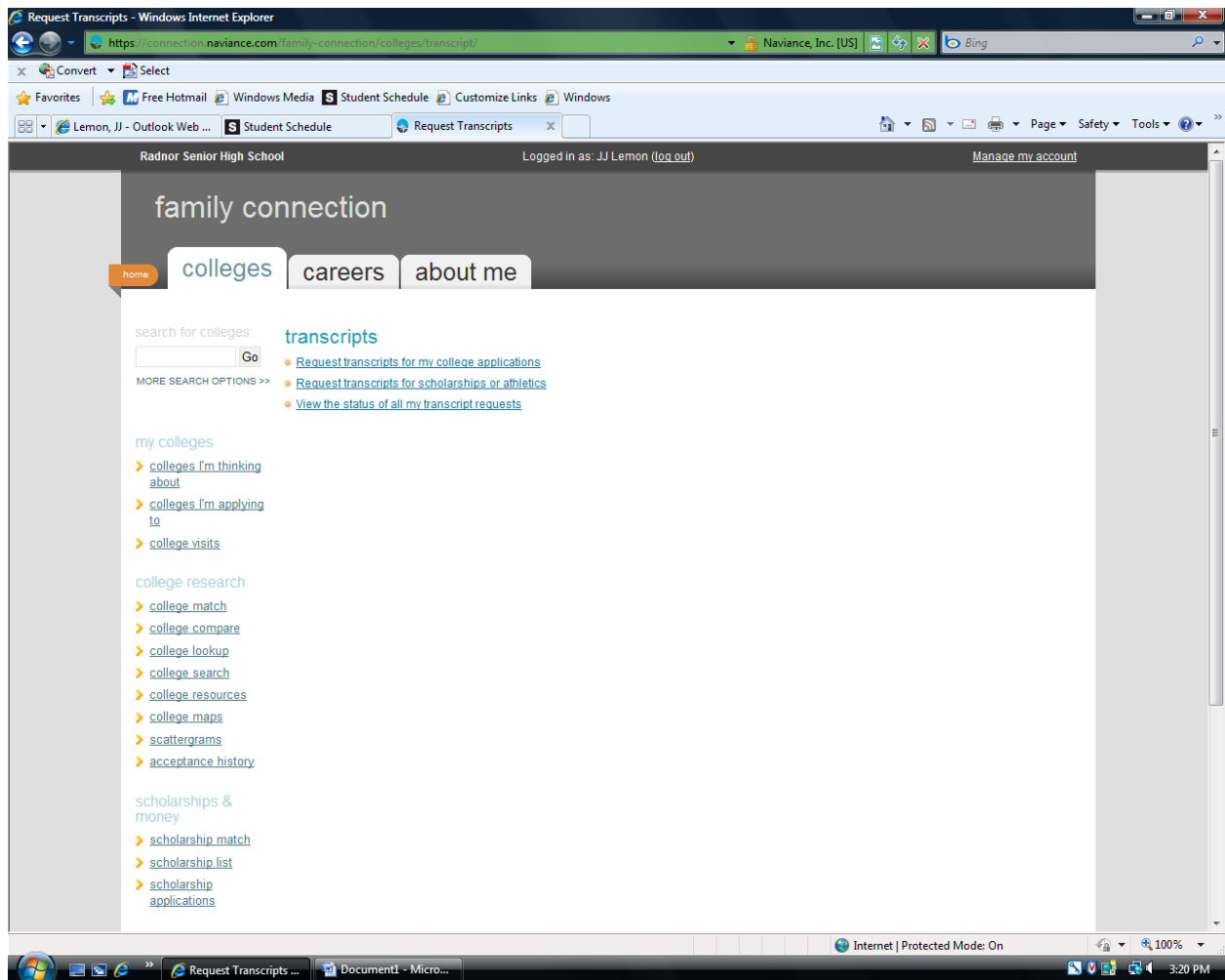
NAVIANCE STUDENT TRANSCRIPT REQUEST PROCEDURES



2) After you've logged in, click on the **colleges** tab at the top of the page. That will bring you to the screen above.

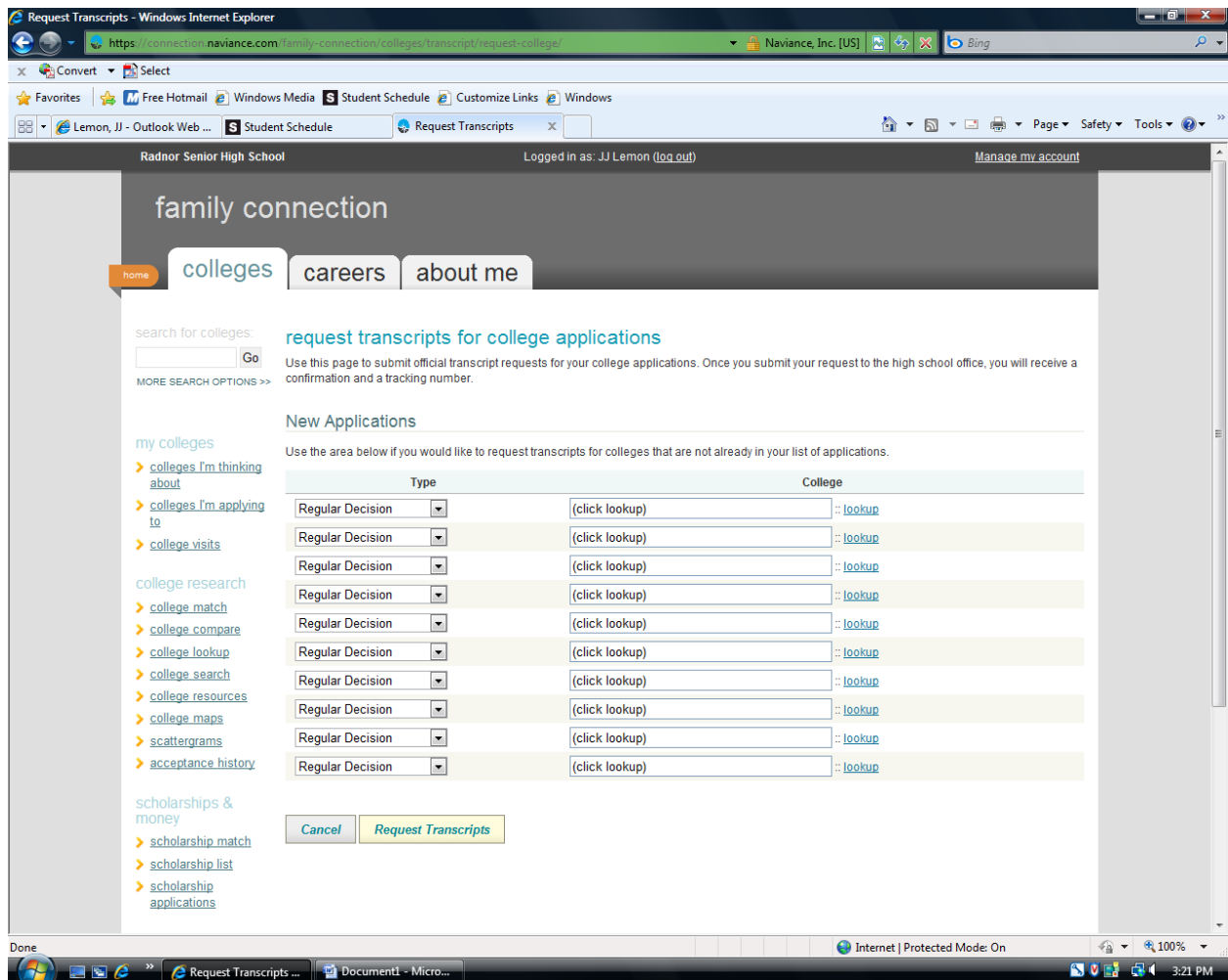
3) Click on the word **transcripts** on the left hand side of the page under the heading **resources**.

NAVIANCE STUDENT TRANSCRIPT REQUEST PROCEDURES



4) The page above will appear. Under the heading **transcripts** in the middle of the page, click on **Request transcripts for my college applications**.

NAVIANCE STUDENT TRANSCRIPT REQUEST PROCEDURES

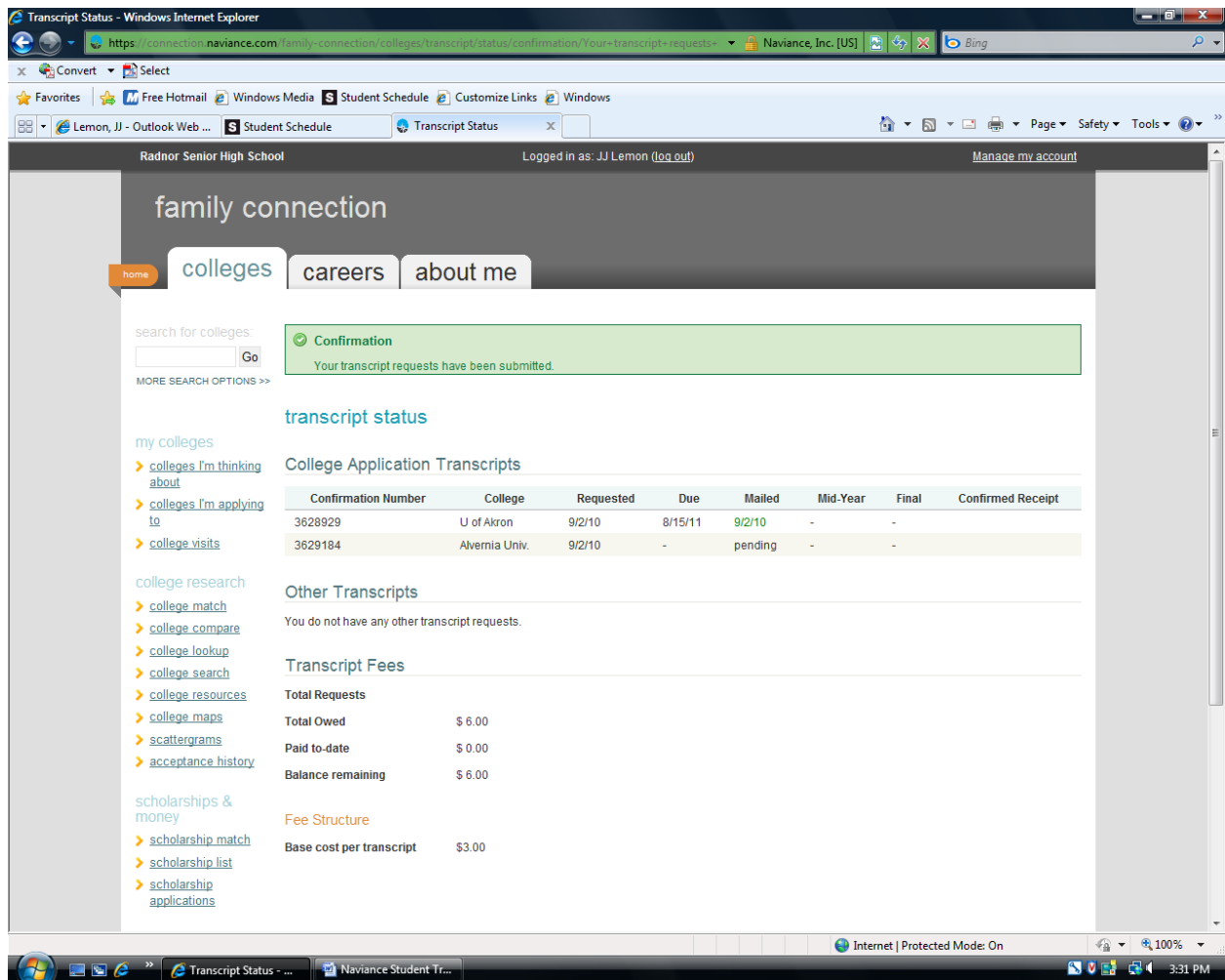


5) Create a list of the schools that you have applied to and would like to request transcripts for by clicking on the **lookup** button and selecting the name of the school from the menu.

6) Next to the name of the schools that you are requesting, under the heading Type, please select the type of application you are submitting. Choices include but are not limited to Regular Decision, Rolling, Early Decision. If you don't know what type to select, please leave this field blank.

7) Once you've placed all of the schools you are requesting transcripts for on this screen, select **Request Transcripts** at the bottom of the screen.

NAVIANCE STUDENT TRANSCRIPT REQUEST PROCEDURES



8) Your requests are now submitted to the Guidance Office. The screen above will appear to confirm that your requests have been submitted. Requests that have been received will appear on this screen as pending. Once the transcript packet has been mailed, a date will appear under the Mailed tab on this page. Please keep in mind that the Guidance Office has 2 weeks from the day you submit your request to mail your transcript packet.

9) When your requests are submitted, we will assume that you would like the transcripts sent through normal mail. If you would like your requests sent certified mail, you must come in to our office within 24 hours of submitting your requests and let either Mrs. Libert or Ms. Henderson know. We will make a note in Naviance to indicate this. You will be billed quarterly for the cost of your transcript requests. Please note, any bills that are outstanding will go on your account and will prevent you from getting your cap and gown for graduation.