

How students request transcripts through Naviance Instructions

1. Login to Naviance (it is your SVVSD login)
2. **Complete “Common App Account Matching.”** (Blue text box) To get there, select “College” tab, then “Colleges I’m Applying To”
 - a. In order to match your Naviance and Common App accounts, you need to do the following:
Step 1 – Create a Common App account at www.commonapp.org
Step 2 – Add colleges under “My Colleges” tab
Step 3 – Click on “Common App” tab, go to “Education” section, and complete Current or Most Recent High School
Step 4 – Go to “My Colleges” tab, select “Recommenders & FERPA,” and click on “Release Authorization”.
Step 5 – Sign the CA FERPA Waiver & Authorization
 - b. Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.
 - c. Tips to successfully match accounts:
 - i. Make sure you enter the **email address** that you chose for your Common App account.
 - ii. Make sure your **last name** matches on your Naviance profile and your Common App account.
 - iii. Make sure your **first name** or **date of birth** matches on your Naviance profile and your Common App account.
3. **Enter all schools you are applying to in Naviance.** Select “Colleges I’m Applying To” under the “College” tab.
 - a. Include whether you are applying “Early” or “Regular” decision
 - b. Indicate whether you will be applying by Common App (only applies to Common App schools)
 - c. An icon will show up next to the school indicating what type of submission they will accept (electronic or paper)
4. **Make sure all of your Common App schools in Naviance are listed in your Common App account.**
5. **** If you update your college list after telling your Counselor and/or Teacher where you are applying, you MUST talk with them about also submitting letters to the schools you have added. Otherwise, the newly added schools may not receive your teacher and/or counselor letter of recommendation.**
6. Please email or talk to your counselor if you have any questions about this process!

How to Request Transcripts

For College Applications, Scholarships, Athletics, and NCAA:

1. Add Colleges to “Colleges I’m applying to” in Naviance, select ADD AND REQUEST TRANSCRIPT.

Additional Videos for reference

[How to request transcripts through Naviance](#)

How to Request Teacher Recommendations

1. Complete your "**Senior Brag Sheet**". (This helps your teacher write your letter of recommendation)
2. You need to choose two (2) teachers you would like to get recommendations from, and *ask* those teachers via email if they are willing to write a recommendation.
3. Then, in Naviance, select "College" tab, then "Apply to college"
4. Select "Letters of Recommendation"
5. Select "Add/Cancel Request"
6. Select the teacher(s) from whom you would like a recommendation, add a personal note, and then select "Update Requests" Make sure you ask your teachers in person!
7. Teachers are not required to provide you with a recommendation. **Submitting a request through Naviance is not sufficient enough to obtain a recommendation.**
 - a) Allow your teacher at least **3 weeks** for completion.