



Ordering Transcripts From Naviance

Loading Schools FYI

- While you are working on applications you will be loading schools you will be applying to into Naviance
- Loading schools into Naviance and ordering transcripts does NOT mean you are done with your application
- This gives us an opportunity to send your documents, which can be sent before your actual application, and will be placed into an electronic file for you

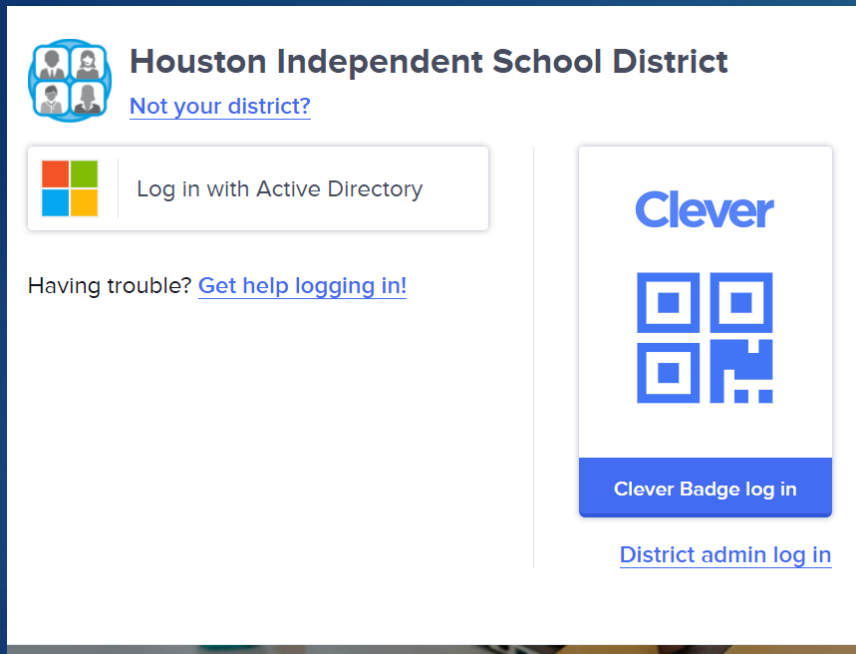
15 School Days Before a Deadline

MUST order everything (transcripts and letters) through Naviance MINIMUM 15 SCHOOL DAYS before deadline

- ▶ November 1 – Must be in Naviance by October 12
- ▶ December 1 – Must be in Naviance by November 4
- ▶ January 1 – Must be in Naviance by November 29
- ▶ January 15 – Must be in Naviance by December 13

Teachers and Counselors need time to write all letters and submit leaving room to work out any errors and/or mail a hard copy.

Log into Naviance

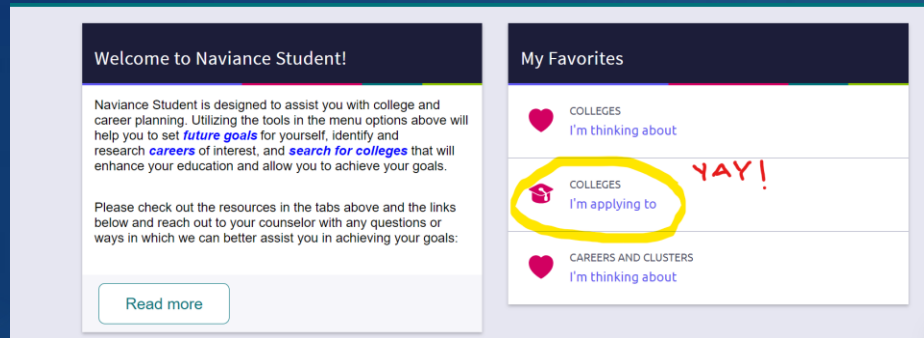


1. Go to The HUB under Digital Resources

2. Click on Naviance

3. Sign in using Clever

This is your Home Page

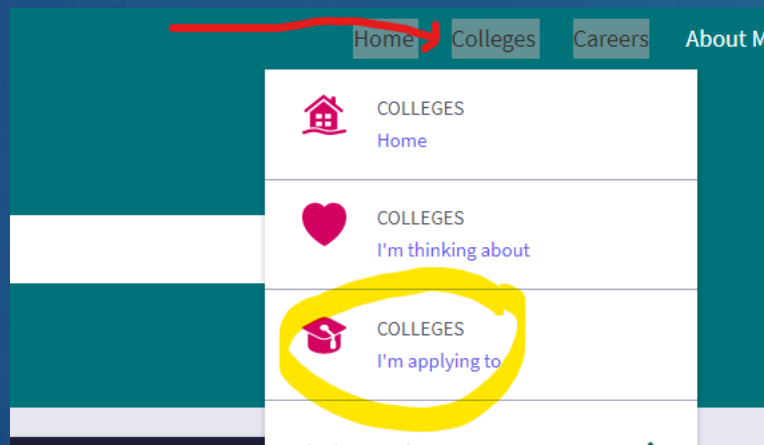


Click on Colleges I am Applying to

► Under Favorites

OR

► In College Tab on top



Begin loading schools

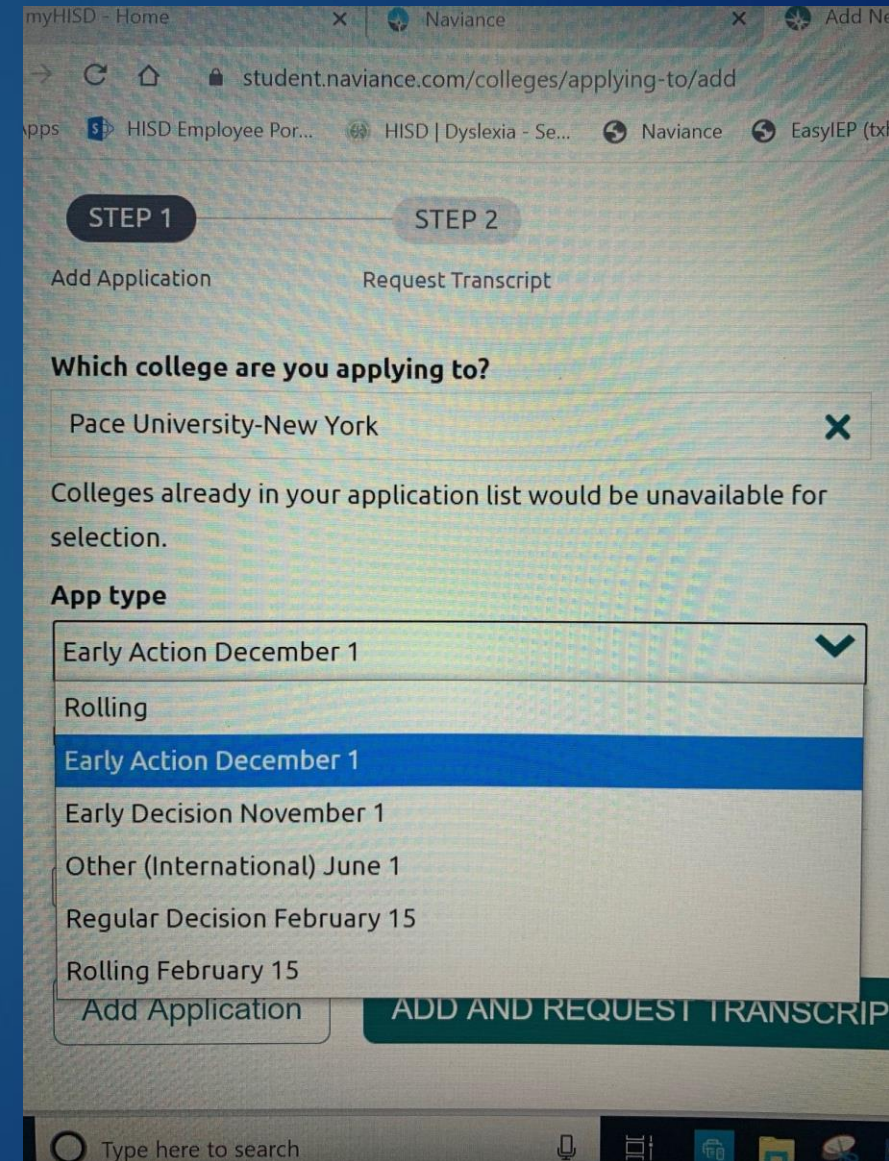
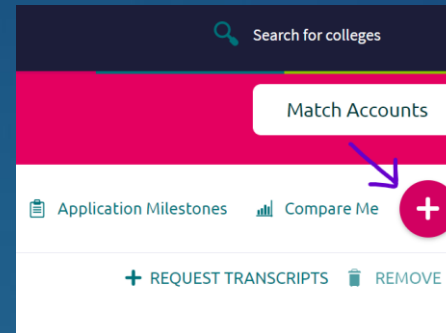
1. Click on the plus sign to begin

2. Type in the name of the school

Common error

- Make sure to choose the correct location/school you are applying to

3. Choose a deadline



Types of deadlines

❖ **Early Decision 1 & Early Decision 2**

- *MUST CONTACT COUNSELOR*
- Requires parent and counselor acknowledgement
- *BINDING COMMITMENT*
- Usually due in November/December
- Could find out in Dec/Jan

❖ **Early Action/Priority**

- Usually due in November/December
- Could find out in Jan/Feb

❖ **Regular Decision**

- Usually due in January/February/March or later
- May not find out until April (or later)

❖ **Rolling Deadline**

- Colleges respond as they receive applications and don't wait until the Spring

Most common early deadline is NOVEMBER 1

Add a Deadline

****Will not be sent if no deadline listed****

- Make sure it loaded and isn't missing
- Click edit next to the school's name to fix this
- If you ever need to change your deadline – email your counselor ASAP



Some Of Your Applications Do Not Have An Application Type Selected.

Click edit to select the correct Application Type.

How are you applying?

myHISD - Home x Naviance x Add New

student.naviance.com/colleges/applying-to/add

Apps HISD Employee Por... HISD | Dyslexia - Se... Naviance EasyIEP (txho

Which college are you applying to?

Pace University-New York x

Colleges already in your application list would be unavailable for selection.

App type

Regular Decision February 15 ✓

I'll submit my application

I'm not sure yet ✓

Via Common App ✓

Direct to the institution ✓

I'm not sure yet X

Add Application ADD AND REQUEST TRANSCRIPT

High School for the Performing and Visual Arts (HSPVA)
790 Austin St
Houston, TX 77002

Type here to search

❖ Applying via Common App

- ❖ The school must also be loaded into your Common App account
 - Add it to Common App BEFORE Naviance

❖ Applying Direct to the Institution

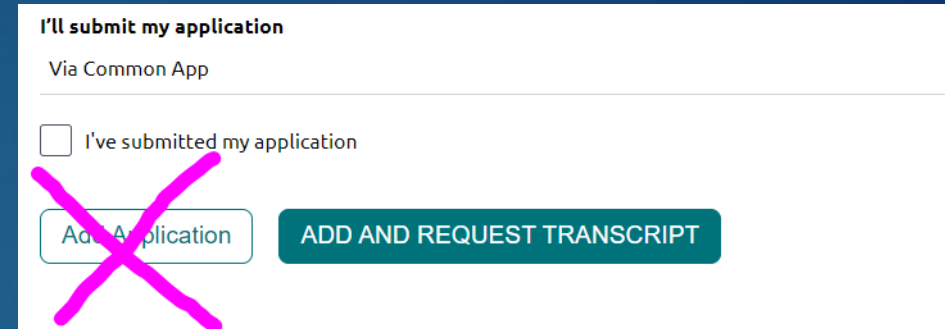
- ❖ Every other possible way to apply
 - Coalition
 - Apply Texas
 - University application
 - Other

- **If you change how you're applying after you complete this, YOU MUST CHANGE IT IN NAVIANCE or we cannot send your transcripts and reports**

Ready to add the request?

Checklist

- ✓ Is the school loaded into my Common App account and I am applying by Common App?
- ✓ Did I choose the correct school and location?
- ✓ Did I choose a deadline?
- ✓ Did I choose the correct way I am applying to the school?
- ✓ **If all YES then Click ADD AND REQUEST TRANSCRIPT**
 - **If you don't click ADD AND REQUEST TRANSCRIPT it will not get sent**
- ✓ Click initial transcript (only option)
- ✓ Request and Finish

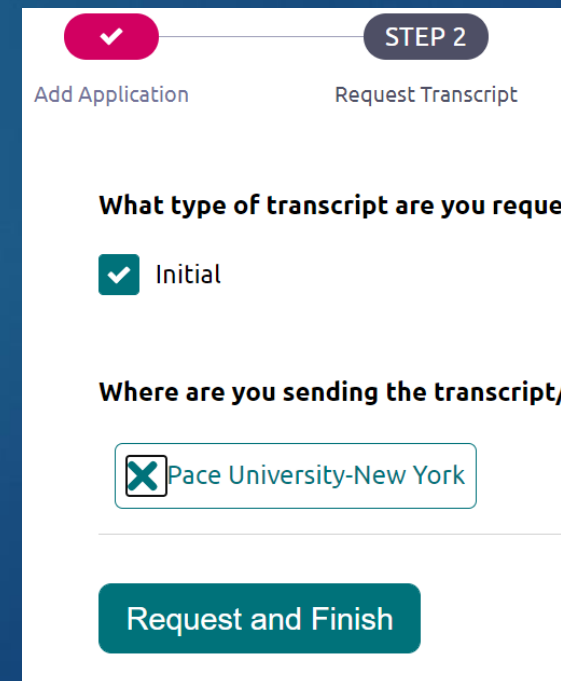


I'll submit my application

Via Common App

I've submitted my application

~~Add Application~~ **ADD AND REQUEST TRANSCRIPT**



STEP 2

Add Application Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript?

Pace University-New York

Request and Finish


Reasons you need to edit after you load a school into Naviance

+ = extended profile available

+ REQUEST TRANSCRIPTS RE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application		
<input type="checkbox"/> + University of California-Los Angeles	RD	Regular Decision 30	N/A	requested	Initial materials submitted		Accepted ▾	EDIT	MORE ⋮
<input type="checkbox"/> + DePaul University	EA	Early Action 15	N/A	requested	Pending		Unknown ▾	EDIT	MORE ⋮
<input type="checkbox"/> + Houston Community College System	RD	N/A	N/A	requested	Pending		Unknown ▾	EDIT	MORE ⋮
<input type="checkbox"/> + New York University	EDII	Early Decision II 1	N/A	requested	Pending		Unknown ▾	EDIT	MORE ⋮
<input type="checkbox"/> University of North Carolina at Chapel Hill	EA	Early Action 15	N/A	requested	Pending		Unknown ▾	EDIT	MORE ⋮
<input type="checkbox"/> University of North Carolina School of the Arts	RD	N/A	N/A	requested	Pending		Unknown ▾	EDIT	MORE ⋮
<input type="checkbox"/> + University of North Texas	ROLI	Rolling May 29	N/A	requested	Pending		Unknown ▾	EDIT	MORE ⋮

Reasons to edit a school


 CANCEL

DePaul University (IL)

Have you submitted your application?

I've submitted my application

Division

College of Science and Health 

I'll submit my application

Via Common App


College Deadline

11/15/2021


Counselor Override

Not Applicable

App type

Early Action November 15 


Result

Unknown 


Waitlisted

Deferred

Interest

N/A 

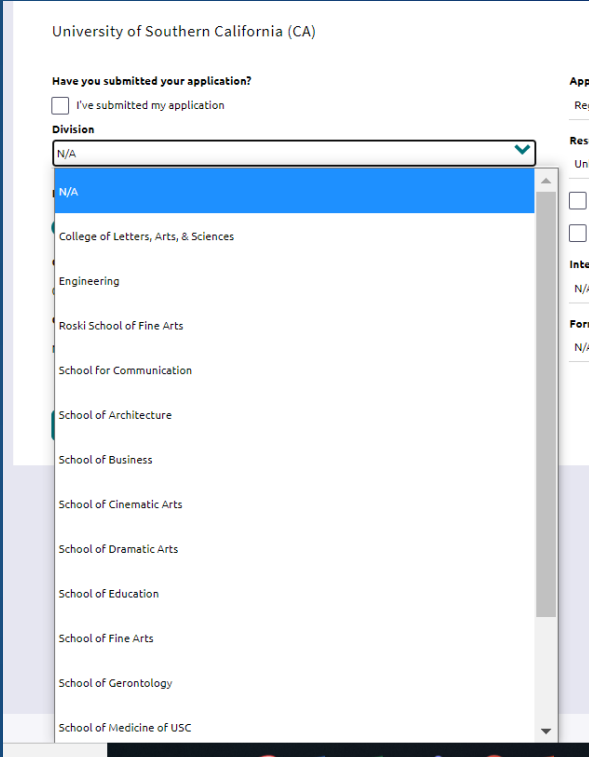
Format

N/A 

[Save College Application](#)

Reasons you need to edit

- ▶ 1. Add a type/deadline
- ▶ 2. Select a school division
 - ▶ Example: University of Southern California School of Dramatic Arts
- ▶ 3. Track your application status



University of Southern California (CA)

Have you submitted your application?
 I've submitted my application

Division

N/A

N/A

College of Letters, Arts, & Sciences

Engineering

Roski School of Fine Arts

School for Communication

School of Architecture

School of Business

School of Cinematic Arts

School of Dramatic Arts

School of Education

School of Fine Arts

School of Gerontology

School of Medicine of USC

App
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N/A

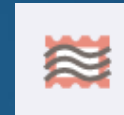
What gets sent with your transcript requests in Naviance?

Applying by Common App



- ▶ Transcript
- ▶ Secondary School Report (SSR)
- ▶ School Profile
- ▶ Counselor Letter
- ▶ Current Courses
- ▶ Fee Waiver (if applicable)
- ▶ Early Decision Agreement (if applicable)

Applying Directly to the Institution




- ▶ Transcript

If needed, contact your counselor. Not typically needed for non common app schools, but you need to check.

- ▶ School report
- ▶ Counselor letter
- ▶ School Profile
- ▶ Fee waiver or statement of financial need (if applicable)
- ▶ Other (specific college requirements)

When you NEED TO contact your Counselor

- ▶ If your school does not have a deadline listed in Naviance on the Colleges I am Applying to screen after you load it, **contact your counselor ASAP**. Your transcript might not get sent!
 - Your screen will have the orange bar if there is a deadline/type missing
- ▶ If you have changed how you are applying email your counselor

Montserrat College of Art	EA	Early Action 1	December requested	Pending
San Francisco Art Institute	RD		requested	Pending
School of the Art Institute of Chicago	EA	Early Action 15	November requested	Pending

What does Self-Report Academic Report mean?

The SRAR and SSAR are **student-submitted transcripts of your high school coursework and academic record**. The student enters the courses and associated grades that you have completed or will be completing into the system, and it is transmitted electronically to the colleges who request it.

What you need to do:

1. Use the transcript Mr. McCommis sends you in September to complete your application
2. Check their website for other things you may need to apply that are requirements
3. Follow their guidelines – this varies per school

Sometimes the schools make it seem like you are missing documents such as transcript & rank but these are completely optional. See your counselor with any questions.

Using Naviance allows us to...

- Track all of your submissions
- Track when all documents were sent from HSPVA to the schools
- Track when documents were received by the schools
- Easily check for missing documents to complete your application

Possible Errors

Every so often, a school will report in your University Admissions Portal, you are missing something needed for admissions:

- **An initial transcript**
 - These can be tracked by Naviance and usually means the school hasn't updated student accounts
- **A letter of rec**
 - We will discuss letters of rec from teachers next week. Only teachers have access to their accounts to send letters but often we can see if a letter has been sent, uploaded, or an error has occurred
- **A mid year transcript**
 - these are automatically sent in the spring to all schools by counselors and Mr. McCommis

Next step...

- ▶ Submitting Letters of Recommendation requests in Naviance to HISD teachers

But first, YOU MUST

- ▶ **Complete the Senior Recommendation Survey Questionnaire on Naviance so your counselors can write you a FABULOUS letter!**
 - ▶ **PROOF OF COMPLETION WILL BE A CAPSTONE GRADE FOR NEXT WEEK!**