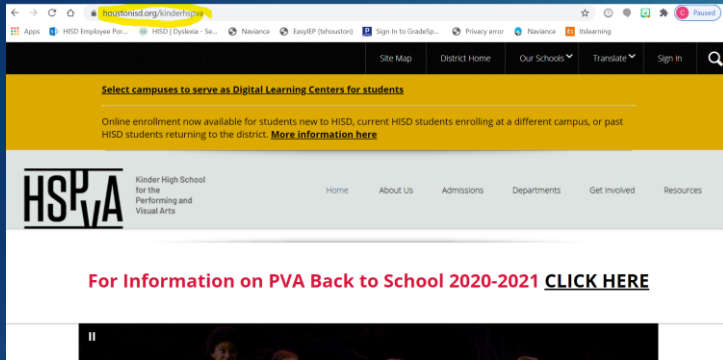




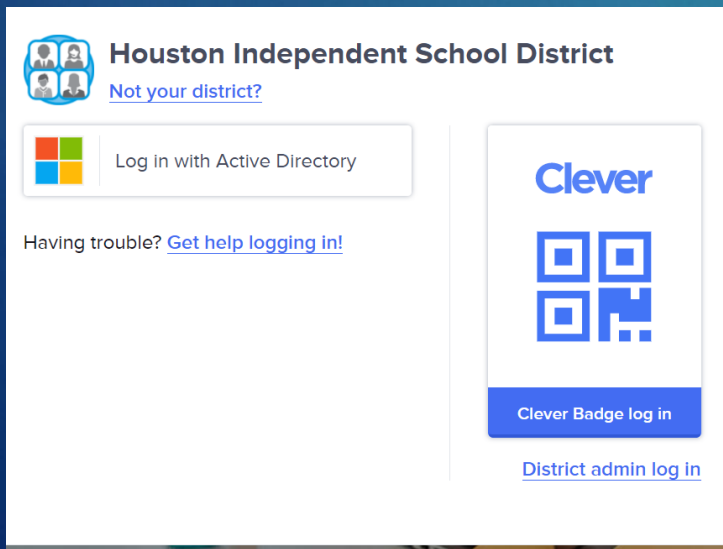
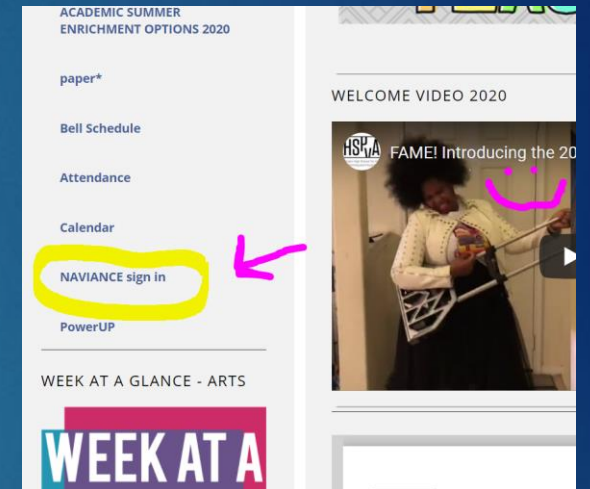
Ordering Transcripts From Naviance

Log into Naviance

Go to HSPVA.org or The HUB under Digital Resources



Click on Naviance Sign in

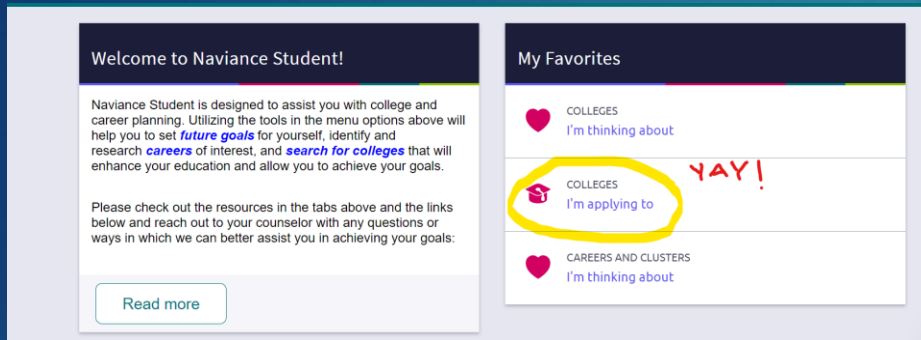


Use Clever to log in
No more having to remember a whole new sign in! YAY!

Loading Schools FYI

- While you are working on applications you will be loading schools 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

This is your Home Page

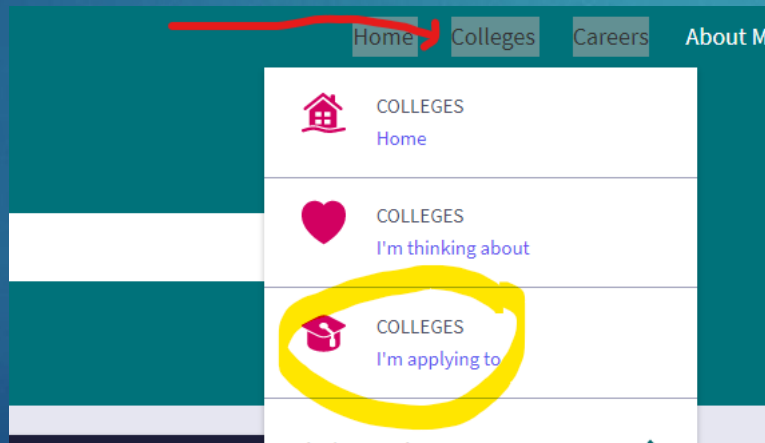


Click on Colleges I am Applying to

► Under Favorites

OR

► In College Tab on top



Begin Loading Schools

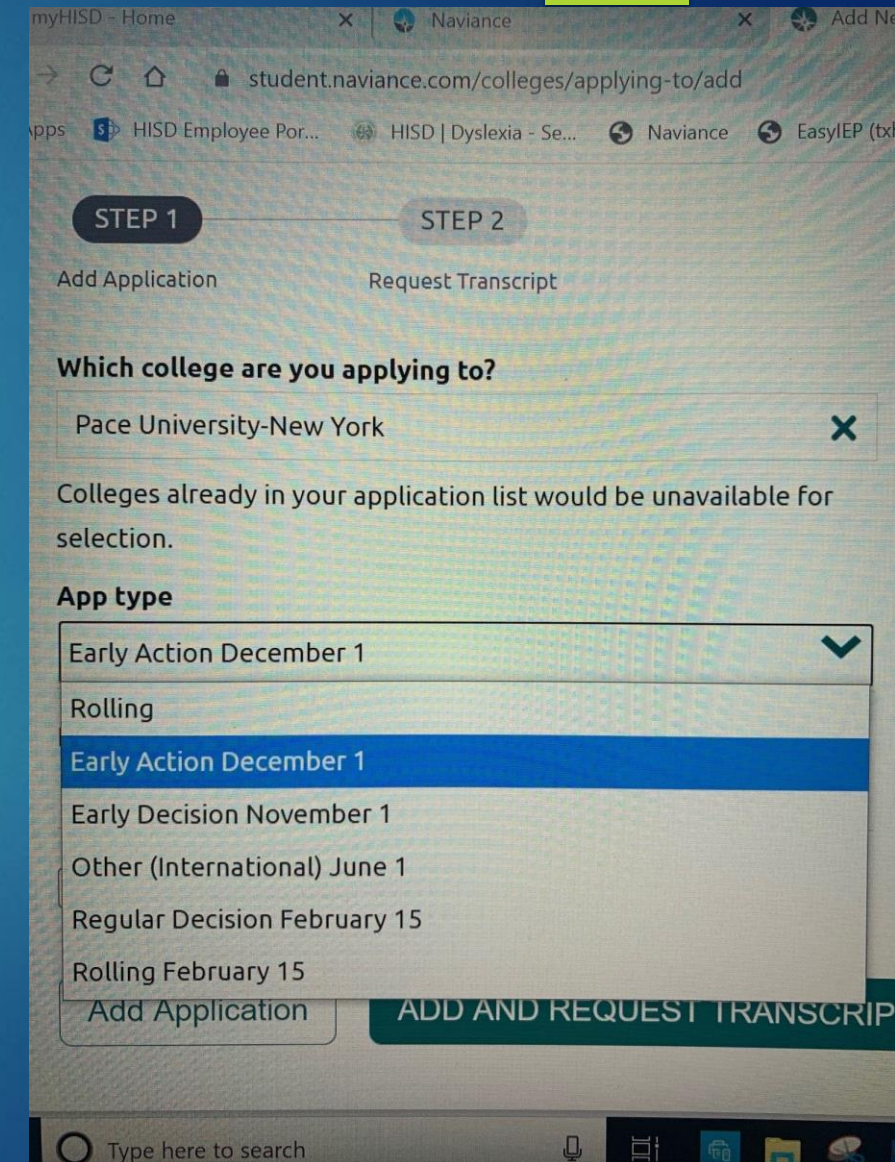
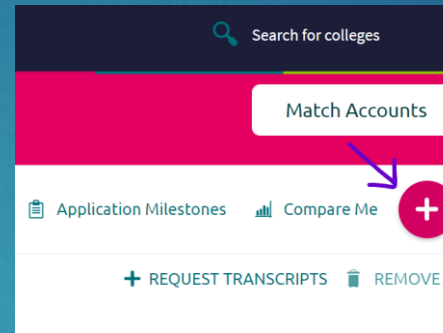
1. Click on the plus sign to begin

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

- Will not be sent if no deadline listed
- If you ever need to change your deadline – email your counselor ASAP



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**

- 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

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 v

I'll submit my application

I'm not sure yet v

Via Common App ✓

Direct to the institution ✓

I'm not sure yet ✗

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

❖ 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**

➤ **If you are applying by Common App and it is not listed on this screen as Common App – We cannot send your transcripts**

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
- ✓ Click initial transcript (only option)
- ✓ Request and Finish

ADD AND REQUEST TRANSCRIPT

The screenshot shows a mobile application interface for requesting a transcript. At the top, there are two progress indicators: a red circle with a white checkmark on the left and a grey circle with 'STEP 2' on the right. Below these are two tabs: 'Add Application' and 'Request Transcript', with the latter being active. The main content area has a heading 'What type of transcript are you requesting?' followed by a radio button labeled 'Initial' which is selected. Below this is another heading 'Where are you sending the transcript?' followed by a dropdown menu showing 'Pace University-New York' with a blue 'X' icon. At the bottom of the form is a large green button labeled 'Request and Finish'.

When you NEED TO contact your Counselor ASAP

<input type="checkbox"/>	* Pace University-New York	RD	Regular Decision	February 15 requested	Pending	CA	Unknown	EDIT	MORE
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- ▶ 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!
- ▶ **Rolling deadlines** don't seem to show a date and counselor needs to hand enter. **Contact your counselor ASAP**
- ▶ If you have changed how you are applying email your counselor
- ▶ If you need a different deadline ***RARE EXCEPTION FOR AUDITIONS ONLY*** Email your counselor.

This does not apply to because you want it in earlier than the Regular Decision but missed Early Action.

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

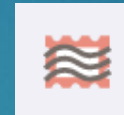
What gets sent with your transcript requests in Naviance?

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 do Schools Need to be Loaded into Naviance?

Must request transcripts and letters of rec in Naviance minimum of 15 days before deadline

November 1

In Naviance by October 12

December 1

In Naviance by November 2

January 1

In Naviance by November 30

January 15

In Naviance by December 11

Remember

Teachers & Counselors & Registrar need time to:

- ❖ Write you an awesome letter
- ❖ Upload documents
- ❖ Fix any errors
- ❖ Mail transcripts if hard copy only

What does Self-Report Academic Report mean?

Notice some schools don't load into Naviance

Texas A&M University
College Station

University of California
Schools (Berkeley, LA, San
Diego...)

Penn State

Virginia Tech

Other

These schools don't get loaded into Naviance because:

1. They don't require letters of rec
2. You report your own transcript

What you need to do:

1. Use the transcript Mrs. Hines sends you in September to complete your application
2. Check their website for other things you may need to apply

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 Mrs. Hines

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!**