Request your transcripts in Naviance from the Colleges tab.

Click... Transcripts



Then... Request transcripts for scholarships or athletics



Then... Fill in all information. Click Add transcript requests.

FINALLY... check your student email account for a "transcript ready" email!

Once your transcript request has been processed, you will receive an email to your student email address notifying you that your transcripts are ready for pick up in the school counseling office. After you pick up your transcript, it is your responsibility to attach the transcript to each scholarship application.