

Requesting Transcripts: 2-Step Process

1. Add college you are applying to Naviance.
 - Log onto your **Naviance student account**.
 - Select the **COLLEGES** tab.
 - Under COLLEGES select **“Colleges I’m Applying To”**
 - Click on **“+”**, add each college/university, including application information
 - Click **“Add Application”**
2. Come to the Records Room and sign your transcript card. Transcript fee is \$2.00 per transcript.
 - For Common Application documents, you MUST link your Common App account to your Naviance account.
 - Please bring exact dollar amount or check made out to Walton High School.
 - **It is your responsibility to complete ALL parts of the above process, or transcripts will not be sent.**

We will begin accepting transcript requests on Monday, August 15, 2022