

Requesting Transcripts (a 2-Step Process)

STEP 1

- ▶ Make sure the college you're applying to is listed in Naviance under "**Colleges I'm Applying To**"
 - ▶ For colleges you're applying to via **Common App**, this is automatically done when you match your CA account to your Naviance account
 - ▶ For colleges you're applying **directly to the institution**, you must manually add the colleges to the "**Colleges I'm Apply To**" section. [Click here](#) for directions.

STEP 2

- ▶ Go to the Records Room (in the Counseling Office), sign your transcript card, and pay \$2.00 per transcript
 - ▶ Cash or check only (no credit cards or MyPaymentsPlus)
 - ▶ Exact change is preferred if paying with cash

You are responsible for completing ALL parts of the above process, or transcripts will not be sent.

We will begin accepting transcript requests on Wednesday, August 20, 2025