

# Requesting Transcripts: 2-Step Process

1. Add the 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. Go to the Records Room and sign your transcript card. The transcript fee is \$2.00 per transcript.
  - For Common App documents, you **MUST** link your Common App account to your Naviance account.
  - Please bring the exact dollar amount or check made out to Walton High School.
  - **You are responsible for completing ALL parts of the above process, or transcripts will not be sent.**

We will begin accepting transcript requests on **Monday, August 14, 2023.**  
We will begin sending transcripts on **Wednesday, August 23, 2023.**