

## **WVHS TRANSCRIPT PROCESSING FORM**

Please turn in completed form to Mrs. Harris in the WVHS Main Office

\_\_\_\_\_  
LAST NAME (please print)

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
WVHS ID Number

\_\_\_\_\_  
STUDENT CELL PHONE #

Student's signature (Parent's signature if under 18): \_\_\_\_\_

WVHS does NOT send ACT/SAT scores. It is the student's responsibility to make sure the appropriate score(s) are sent to this institution. ACT- [www.actstudent.org](http://www.actstudent.org) AP/SAT- [www.collegeboard.com](http://www.collegeboard.com)

### **SEND OFFICIAL TRANSCRIPT TO:**

College/University	Common App. Yes / NO	Electronic Or Paper (with envelope and postage **)	Counselor Recommendation <i>Form</i>	Counselor <i>Letter of Recommendation</i> *	Deadline Date
<b>Example: Vanderbilt</b>	<b>YES</b>	<b>Electronic</b>		<b>Yes</b>	<b>Nov. 1st</b>
<b>Example: Loyola University</b>		<b>Electronic</b>	<b>High School Counselor Recommendation Form</b>		<b>Dec. 1st</b>

\* If you are requesting a Counselor Letter of Recommendation, you must turn in a resume or a student profile form.

\*\* If you are sending any materials via mail, you must provide addressed envelope with appropriate postage.

### **ALL TASKS BELOW MUST BE COMPLETED PRIOR TO SUBMITTING A TRANSCRIPT REQUEST FORM:**

\_\_\_\_\_ I completed the application for each school. Applications must be submitted before transcripts are sent.

\_\_\_\_\_ I requested my transcripts through the Naviance Family Connection.

**PLEASE ALLOW 10 SCHOOL DAYS FOR THE PROCESSING OF THIS REQUEST**

*For office use only:*

Date Received: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Submitted via Electronic or Paper

## How to Request Transcripts using Naviance Family Connection

Please note: to prevent the chance of a college/university misplacing your transcript, you **MUST** complete your application for the school you are applying to **BEFORE** you request your transcript to be sent. This is required for ALL colleges and universities. Also, to determine which format to send your transcript, look up each college in Naviance Family Connection and look for the icons below:

Paper (Mailing) Or  
Electronic Applications



Complete the application for your college/university & submit the application. (Print out supporting documents if applicable.)

The Common Application



Fully complete the Common Application online for your college/university (including all essays and supplements) at [commonapp.org](http://commonapp.org)

ALL TRANSCRIPT  
REQUESTS



1. Login to Naviance Family Connection from the WVHS website or this url <https://connection.naviance.com/family-connection/auth/login/?hsid=wauvhs>  
**Username:** District Assigned Email address **Password:** Student's Initial Computer Password for Current School Year
2. Select the *Colleges* Tab, then select the link *Colleges I'm Applying to*
3. Select *Add Schools*, then select each school you are applying to and add to the list. This can be done by selecting from the pre-made list, or searching by school name. Look for the icon next to your school's name to verify the preferred method of receiving transcripts. Click *Update*.
4. Check the boxes for *Request Transcripts* and *I have submitted my application*.
5. Complete the transcript request form on the reverse side & submit it to Mrs. Harris in the WVHS Main Office. Also, bring any supporting documents you printed out from online (sometimes these are called "secondary school" or "counselor" reports). Your transcript request is not considered received until your counselor receives your completed request form.
6. If you require a letter of recommendation from your counselor, schedule a meeting with your counselor to formally request one to be sent electronically to your school(s).