

## **STUDENT INSTRUCTIONS - HOW TO REQUEST TRANSCRIPTS**

This is a basic instruction guide for how to request transcripts for college/scholarships/NCAA through Naviance Student. Please note that this is the **ONLY** way that you can request transcripts for this school year. If you have any questions please contact the High School Office (Room 601) IMMEDIATELY! Thanks!

### **Requesting Transcripts for College Applications**

1. Login to your Naviance Student account through your Broward Schools Single Sign On account or <https://student.naviance.com/wtmtc>
2. Go to the “**Colleges**” tab.
3. Click on “**Colleges I’m Applying To**”. Then click on plus sign inside of the pink circle
4. Select the school
5. Select the type – Regular Decision, Early Action, Early Decision, Rolling • You must select the CORRECT type. If you are unsure, please read your application documents and/or ask your counselor!
6. Indicate how you are applying (Common App, Coalition, Directly to Institution, etc.)
7. Click “**Add application**” or “**Add and request transcript.**”
8. Allow 72 hours to process. Students can check their transcript request status by clicking the “Manage Transcripts” tab.

### **Requesting Hard Copy Transcripts for Scholarships, Athletics, NCAA**

1. Go to the “**Colleges**” tab.
2. Go to “**Manage Transcripts**” at the top right side
3. Answer questions (type of transcript and reason for transcript)
4. Write “**Pick Up**” under recipient. You do not need to fill in the other fields.
5. Click “**Request and Finish.**”
6. Allow 72 hours to process. Come in to High School Office (Room 601) to pick up your hard copy transcript.

\*\* Note test scores are not included on transcripts per Florida legislature. Scores must be sent from CollegeBoard and/or ACT directly in order to be considered “official.”