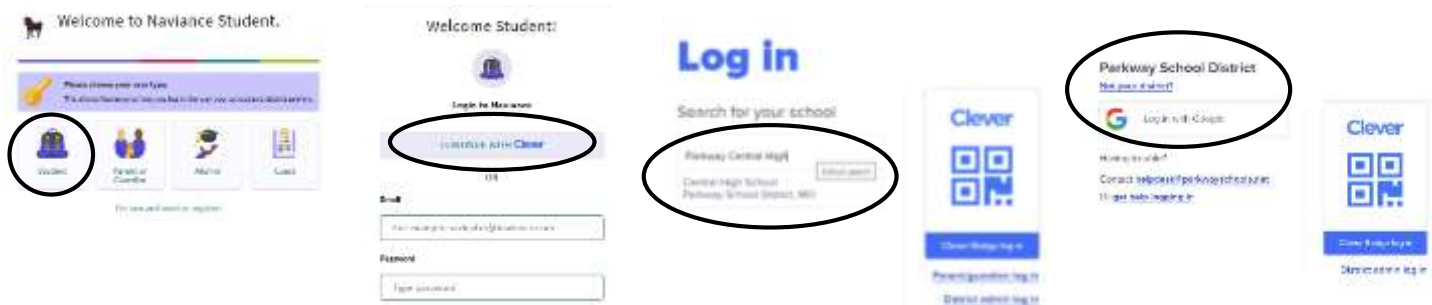


Requesting Transcripts & Recommendation Letters

Step One: Complete the [Authorization to Release Records](#) – a verification will be emailed and then you will need to allow at least 1 school day for processing.

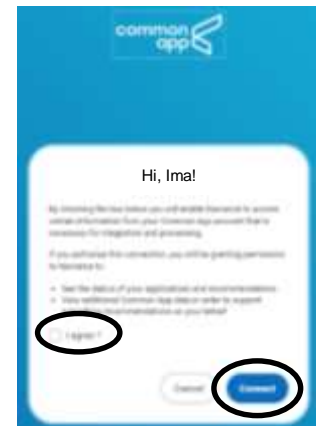
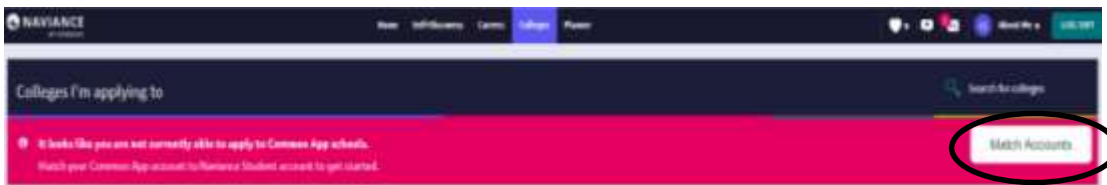
Step Two: Sign in to Naviance Student website. Link – <https://student.naviance.com/pkwycr/>
Click “Student” and then “Continue with Clever”. Type “Parkway Central High” and then select Central High School. Finally, click “Log in with Google” and enter your Parkway Google log in.



Step Three: Navigate to “Colleges” – “Colleges I’m Applying to”.



Step Four: (OPTIONAL): Only complete this step if you are using the the Common Application for one or more schools. If you **are** applying to any Common Application schools you will need to click “Match Accounts” which will link you to log into your Common App to connect the two accounts.

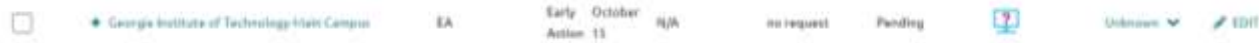


After logging in to your Common App account this screen will appear and you need to select “I agree” and then “Connect”.

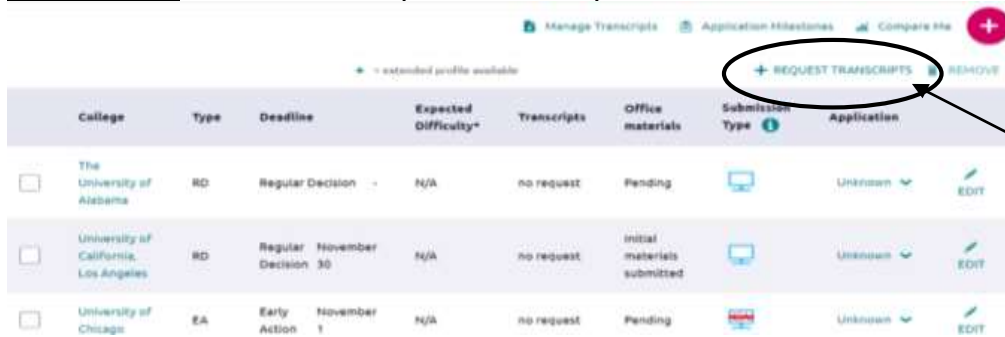
Step Five: Ensure that all colleges you are applying to are listed. If you completed Step Four (optional), all schools listed in your Common App will automatically show. If you need to manually add a school, click the “+” and enter the school name (be sure to check city/state to ensure you are choosing the proper school!). You may also go to your “Colleges I’m Thinking About” section and move those schools to this application list.



Step Six: Ensure application types and deadlines are listed accurately. Example below shows deadline of October 15 and application type unknown. You would click **Edit** to adjust the **deadline** and indicate if applying via **Common App** or **Direct to the institution**.



Step Seven: Click on “+Request Transcripts”.

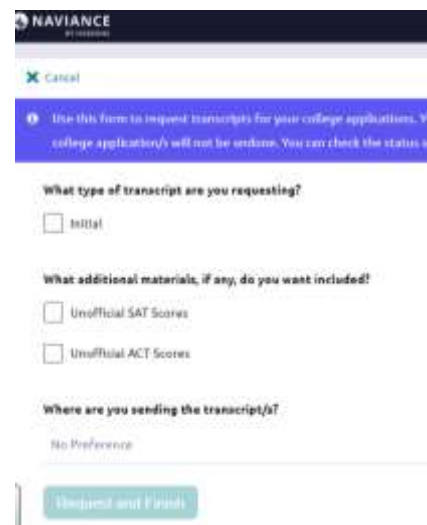


This option will **NOT** be available if you have not turned in your “Authorization to Release Records” form! (Step ONE!)

Step Eight: Select “Initial” transcript.

Indicate if you would like us to include your test scores. FYI - Many schools require you send individual test scores directly from the testing agency. This may be done through the ACT or College Board sites for a fee. If you would like us to send your test scores, you must check to include them. If checked, **ALL** scores will be sent (SAT and ACT) if either box has been marked.

Choose the individual college(s) you would like to request. When you are ready to order transcripts, click the “Request and Finish” button at the bottom of the screen.



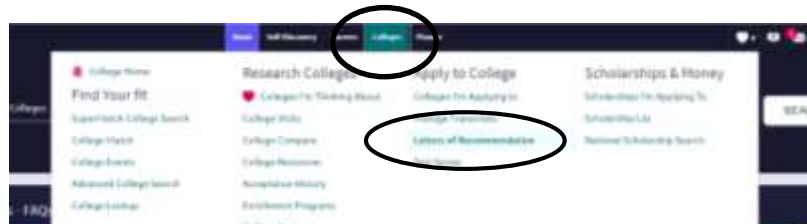
*Note that the transcript status should change to “requested” and office materials are “pending”. As soon as it has been processed a date will appear. Once mailed/ transmitted (within 3 school days unless waiting for forms/recommendation letters), allow some time for the college to process the transcript within their system (generally 1-2 weeks).



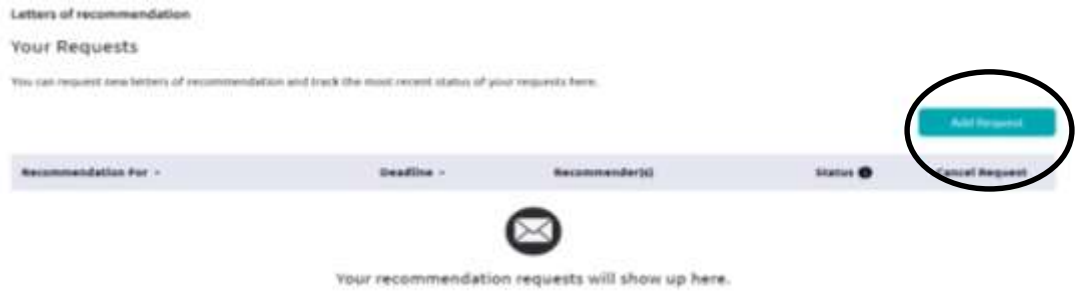
Teacher Recommendations

Step One: Discuss the recommendation request **in person**, and provide the letter writer with a resume or activity list, if requested. You should not proceed to Step Two until they’ve agreed to write!

Step Two: Enter the request in Naviance. Click on Colleges → Letters of Recommendation.



Step Three: Click on Add Request

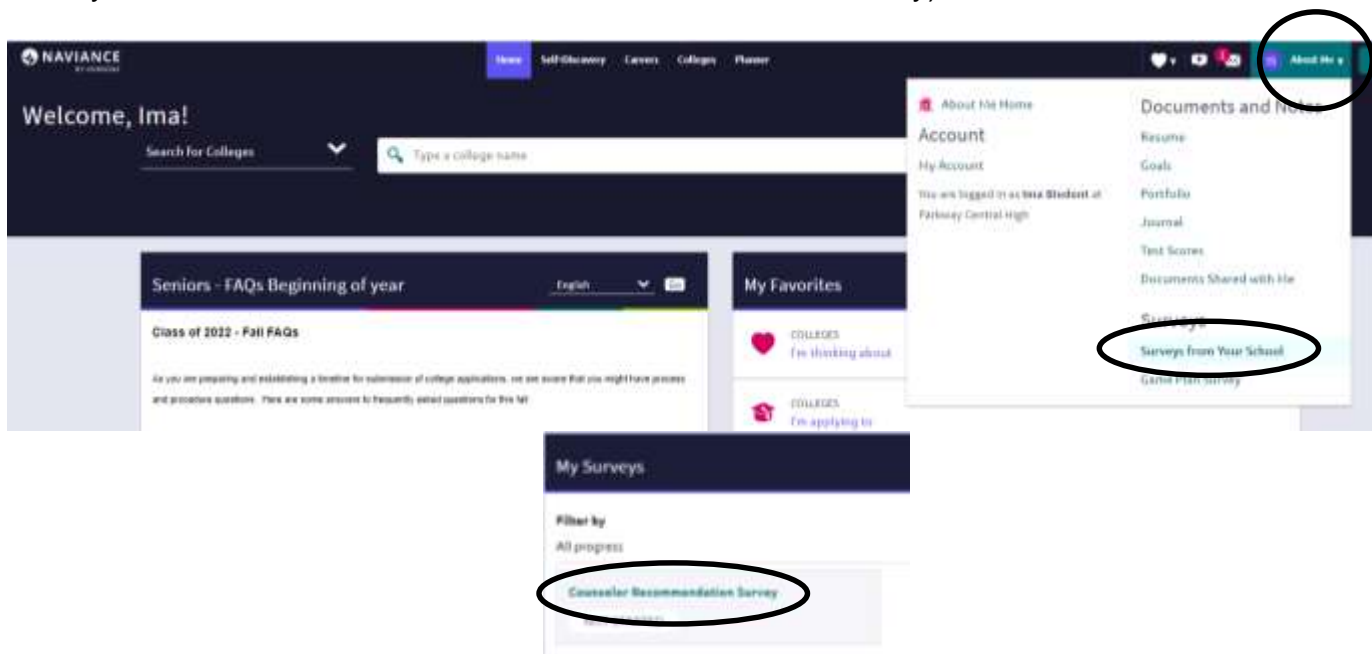


Select the teacher who you have asked to write for you. **NOTE: if the teacher does not appear in the list, they have not registered to complete electronic recommendations and will need to touch base with Mrs. Prange.* Enter a brief note, reminding them of important **deadlines** and **thanking them** for agreeing to write for you. After entering your requests, select “Submit Request.” At that time, an e-mail will be generated to your letter writer(s) instructing them on how to move forward in their process.

Counselor Communication & Recommendations

If you are applying using the **Common Application**, a counselor must complete a **Secondary School Report**. Some colleges also request a **Counselor Recommendation**. It is your responsibility to communicate with one of the 5 PCH counselors to complete either/both of these on your behalf.

If your counselor or Mrs. Prange must write a letter of recommendation, give them 2-3 weeks’ notice and be sure you have completed the **Counselor Recommendation Survey** in Naviance (About Me – Surveys from Your School – Counselor Recommendation Survey).



If you are applying **Early Decision** to a school, a counselor must also sign the ED contract. Please communicate this with the counselor as soon as possible so they have time to connect with a parent/guardian to verify they are aware of the commitments of applying Early Decision.

DEADLINES – make sure all involved parties are aware of your deadlines and that they are accurately reflected in Naviance.