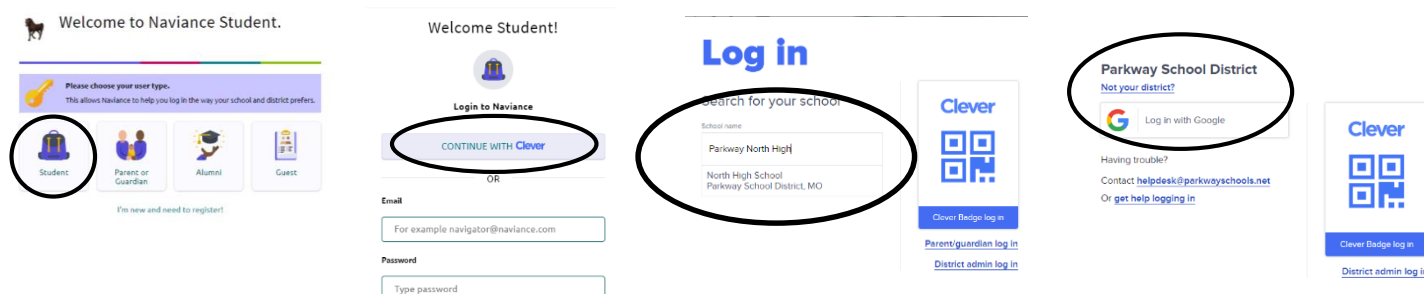


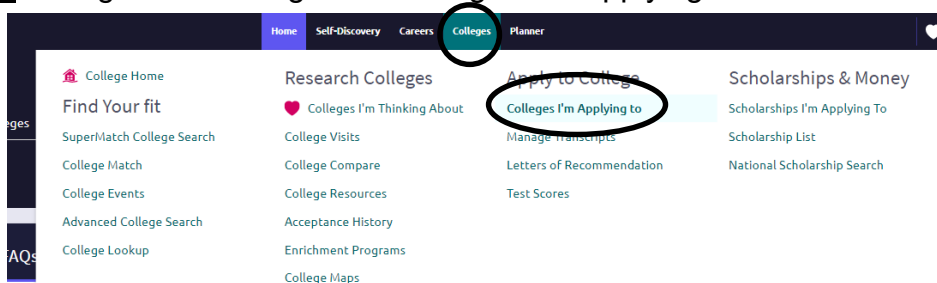
# Requesting Transcripts & Recommendation Letters

**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/pkwynrth>  
Click “Student” and then “Continue with Clever”. Type “Parkway North High” and then select North High School. Finally, click “Log in with Google” and enter your Parkway Google log in.

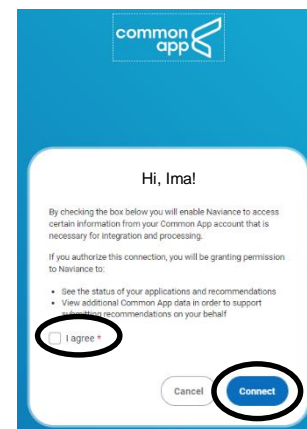
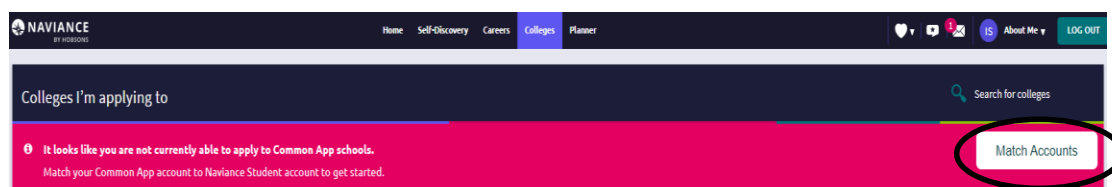


**Step Three:** Navigate to “Colleges” – “Colleges I’m Applying to”.



**Step Four: (OPTIONAL):** Only complete this step if you are using the 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. Here is a video to assist:

<https://www.screencast.com/t/wJlv73VNdeA>



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**.

|                          |   |    |              |            |     |            |         |  |         |      |
|--------------------------|---|----|--------------|------------|-----|------------|---------|--|---------|------|
| <input type="checkbox"/> | Georgia Institute of Technology-Main Campus | EA | Early Action | October 15 | N/A | no request | Pending |  | Unknown | EDIT |
|--------------------------|---|----|--------------|------------|-----|------------|---------|--|---------|------|

**Step Seven:** Click on “+Request Transcripts”.

| College  | Type | Deadline            | Expected Difficulty* | Transcripts | Office materials            | Submission Type | Application |
|--|------|---------------------|----------------------|-------------|-----------------------------|-----------------|-------------|
| <input type="checkbox"/> The University of Alabama             | RD   | Regular Decision    | N/A                  | no request  | Pending                     |                 | Unknown     |
| <input type="checkbox"/> University of California, Los Angeles | RD   | Regular Decision 30 | N/A                  | no request  | Initial materials submitted |                 | Unknown     |
| <input type="checkbox"/> University of Chicago                 | EA   | Early Action 1      | N/A                  | no request  | Pending                     |                 | Unknown     |

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.

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.

NAVIANCE BY HOBSON

Cancel

Use this form to request transcripts for your college applications. Your college application/s will not be undone. You can check the status of your request.

What type of transcript are you requesting?

☐ Initial

What additional materials, if any, do you want included?

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

Where are you sending the transcript/s?

No Preference

Request and Finish

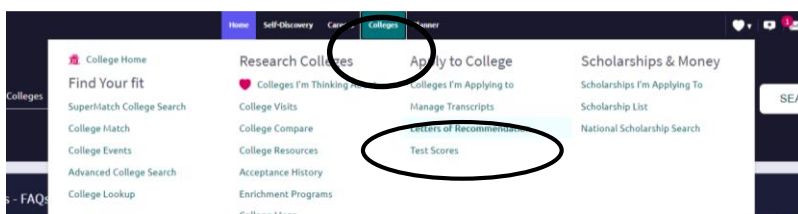
\*Note that the transcript status should change to “requested” and office materials are “pending”. As soon as it has been processed a date will appear. Once mailed/ transmitted (within 3 school days unless waiting for forms/recommendation letters), allow some time for the college to process the transcript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

|  |     |            |            |     |           |         |  |         |      |
|--|-----|------------|------------|-----|-----------|---------|--|---------|------|
| <input type="checkbox"/> University of Missouri Columbia | PRI | Priority 1 | December 1 | N/A | requested | Pending |  | Unknown | EDIT |
|--|-----|------------|------------|-----|-----------|---------|--|---------|------|

## Teacher Recommendations

**Step One:** Discuss the recommendation request **in person**, and provide the letter writer with a resume, activity list, or complete the Recommendation Information Survey in Naviance under “About Me” if requested (See below screen shots for assistance.) 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

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For - Deadline - Recommender(s) Status 1

Add Request

Cancel Request



Your recommendation requests will show up here.

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 Ms. Meyer.* 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 Ms. Meyer to complete either/both of these on your behalf.

If Ms. Meyer must write a letter of recommendation, you will need to provide 2-3 weeks’ notice and be sure you have completed the **Recommendation Information Survey** in Naviance (About Me – Surveys from Your School – **Recommendation Information**).

If you are applying **Early Decision** (which is a binding agreement) 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.