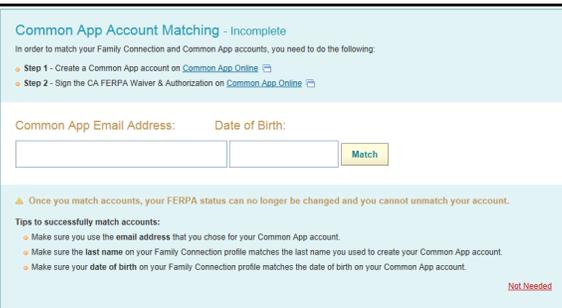
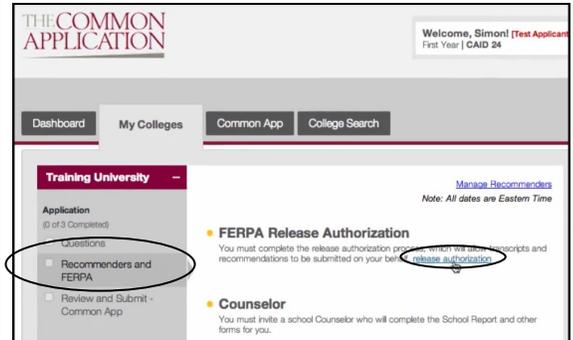


# Requesting Transcripts

Step 1) In order to have your official transcript released, you must submit a parent permission form. This is only required the first time you make a request and stays on file for all future requests. That form can be picked up in the counseling office, or found on the BHS website: <http://education.fcps.org/bhs> → “Railroader Links” (left side) → “Permission to Release Transcript Form”.

Step 2) If you are using the Common App to apply to any colleges, it is critically important that you do not request any school based (teachers or counselor) recommenders in your Common App account. You must match your Common App and Naviance Family Connection accounts. Log in to your Common App account, and once you have added at least one college, within that college’s tab click on “Recommenders and FERPA” and then click on “release authorization” and follow the on screen instructions.



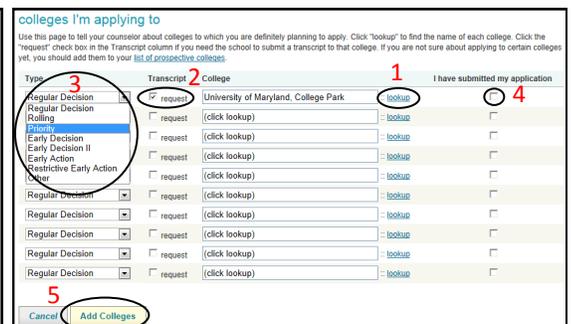
Step 3) Go to <http://connection.naviance.com/brunswickhi> to log in to your Naviance Family Connection account. Click on the “Colleges” tab. Click on “College I’m Applying To.” Now that you have completed the FERPA release authorization in the Common App, all you need to do to match your accounts is enter the email address used to create your Common App account and your date of birth (pre-populated) and click “Match.”

Step 4) Once your Common App Account Matching is complete (or if it is not necessary), click “+ add to this list.”



Step 5)

- 1 - Click the “lookup” button to either search for a school or choose it from the list.
- 2 - Click the “request” button under “Transcript.”
- 3 - Select from the pull down menu which type of decision you are applying for. Be sure to try to use the exact wording from the application.
- 4 - Click to indicate if your application has been submitted (can be updated later as well).
- 5 - Repeat for additional schools and click “Add Colleges.”



You are almost finished! See the back side to follow the last few steps.

# Requesting Transcripts ...continued.

Step 6) Once you have added colleges (and again later if you add more), click on the pencil under "Edit" next to any of them.

College	Type	Applying via Common App?	Submissions	Deadline	Transcript	Office Status	My App	Results	Actions
Salisbury Univ	RD	Unknown		-	sent	Initial materials submitted	have you applied?	Unknown	<a href="#">Edit</a> <a href="#">Manage Communication</a> <a href="#">Graph</a> <a href="#">WWW</a>

Salisbury University

Application submitted  I have submitted my application

Applying via Common App? Unknown

App Type Regular Decision

College Deadline

Counselor Override

Result Unknown  waitlisted  deferred

Interest N/A

Format N/A

Step 7) At a minimum, you MUST update for each school:

- Applying via Common App (Yes or No?), if applicable
- App Type
- College Deadline

Other information should be updated later as it becomes available. Click "Update Applications" when finished.

# Some other notes...



If any of your applications show this postage stamp, the transcript will be prepared on paper. Mrs. Wilton will send you a note to pick it up when it is ready, and she will need \$2 from you at that time.

If you need a transcript for a scholarship or internship application, under the "Colleges" tab, click "transcripts" on the left side under "resources." Again, if it is a paper transcript, it will cost \$2. Click on "Request transcripts for scholarships or athletics."



Complete all fields as thoroughly as possible.

If you have special instructions, such as including your counselor's letter of recommendation or including a form (to be provided by you at the time of your request) to be completed by your counselor, add those instructions to "other notes"

If you need an electronic version of your transcript in PDF format to be uploaded to an application by you, please indicate so and type your email address in "other notes." Click "Add Transcript Requests" when finished.

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search for colleges: **transcripts**

MORE SEARCH OPTIONS: [Request transcripts for my college applications](#) (includes NCAA) [Request transcripts for scholarships or athletics](#) [View the status of all my transcript requests](#)

**request other transcripts**

Use this page to submit official transcript requests for scholarships or other organizations. Once you submit your request to the high school office, you will receive a confirmation and a tracking number.

Transcript 1

Reason N/A

Date due  (e.g. '11/1/2003')

Recipient  (required)

Address 1

Address 2

City

State

Postal Code

Country (select country)

Follow up  Send mid-year transcript

Other notes