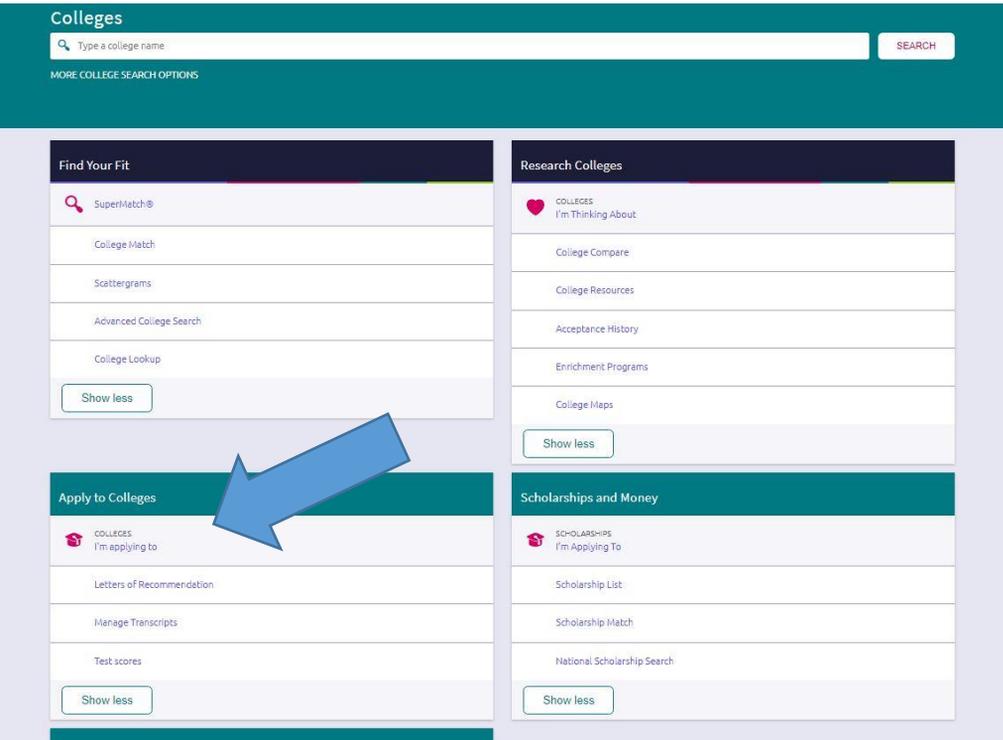


WGH Guide to Requesting Transcripts In Naviance

In order for students to order transcripts, they must log in to **Naviance Student**. A link is provided on the WCS website (warrencityschools.org). After successfully logging in, click on the “COLLEGES” tab at the top.



This is what the top of the page will look like, then scroll down.



Click on “Colleges I’m Applying to”



Click the pink plus sign to add colleges

STEP 1 Add Application **STEP 2** Request Transcript

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App type
Regular Decision

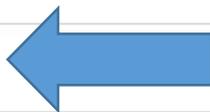
I'll submit my application

I've submitted my application

Add Application **ADD AND REQUEST TRANSCRIPT**



Click "Add and Request Transcript"



Use the drop down to select your colleges.

You **MUST** indicate **how you are submitting your application** in order for your transcript to be sent.

Cancel Add New College Application

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

STEP 2 Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

Kent State University

Request and Finish

At the beginning of the year, select "Initial Transcript". Click Request and Finish to have your request automatically sent to WGH Guidance. Congratulations on taking this step!

Students can check submission status to see when documents were sent in order to be sure applications are complete.