

Requesting Transcripts: 2-Step Process

1. Add college you are applying to Naviance.

- Log onto your **Naviance student account**.
- Select the **COLLEGES** tab.
- Under COLLEGES select **“Colleges I’m Applying To”**
- Click on **“+”**, add each college/university, including application information
- Click **“Add Application”**

2. Come to the **Records Room located in the Counseling Office** and sign your transcript card. Transcript fee is \$2.00 per transcript.

- For Common Application documents, you MUST link your Common App account to your Naviance account.
- Please bring exact dollar amount or check made out to Walton High School.
- **It is your responsibility to complete ALL parts of the above process, or transcripts will not be sent.**

We will begin accepting transcript requests on Monday, August 16, 2021