

Transcript Request

Unofficial Transcript:

One was provided at Kick Off. Seniors, use this transcript to assist with completing college applications.

Official Transcript:

Official transcripts must be requested through Naviance for Juniors and Seniors.

(Step-by-step directions on next page.)

TRANSCRIPT REQUEST FOR COLLEGE APPLICATIONS

Official transcripts are required at different times depending on where you apply.

- ✓ For schools (usually private and out-of-state) requesting a counselor recommendation, school report or other supplemental forms; **order a transcript when you begin to complete the application. You must also submit the College App Additional Items Request Form** The colleges require us to send all documents together, so we cannot send your transcript until you have done this additional step.

(A link to the form can be found on the [Transcript Request Page](#) on the Counseling website).

Once you have requested a transcript, go to the “**Colleges I’m Applying To**” list and see if your transcript will be sent electronically or if it needs to be mailed.

A COMPUTER SCREEN means that the transcript will be sent electronically.

A STAMP means that a pre-addressed, stamped envelope needs to be given to the Registrar. Coordinate the drop off of your envelope/s with the registrar.

TRANSCRIPT REQUEST FOR NCAA/NAIA, SCHOLARSHIPS OR NON-COLLEGE RELATED REASONS

See detailed directions on page three.

Transcript Request from San Diego Miramar College

Official Transcript Request:

1. Check individual colleges to see if they want an official transcript sent when the application is due, or if they want you to wait until you have completed your first semester grades. Each college could have a different preference.
2. Go to the San Diego Miramar Website. Go to Students, then to Transcripts.
3. Log onto mySDCCD and order a transcript to be sent to the specific college campus.

NAVIANCE: HOW TO ADD COLLEGES & REQUEST TRANSCRIPTS

Logging On:

1. Log in to Naviance via the Clever Portal: <https://clever.com/in/sdusd>
2. Click on the box that says “Log in with Active Directory”
3. Type in your student ID and password
4. Your Clever main page will open and you can select Naviance under the title “Instant LogIn Applications”

How to Add Colleges and Request Transcripts:

1. Go to “colleges I’m applying to”
2. Click on the pink circle with a plus sign (+) on the right side of the page.
3. In the box that says “Which college are you applying to?”, type the school name
4. Answer the question on dropdown menu:
 - Application Type
5. Answer the question on dropdown menu:
 - Submit My Application Type

**We cannot send anything until you choose an option. For non-Common App schools that accept electronic transcripts, choose “Direct to the Institution”*
6. Click on box that says “ADD AND REQUEST TRANSCRIPT” *(Do not send transcript in the fall for UC and CSU)*
7. Type of transcript; “Initial”

**Note: We DO NOT send unofficial SAT and ACT scores, all scores must be sent from Collegeboard or ACT.*
8. Lastly, click on “Request and Finish”

COLLEGES REQUESTING MORE THAN JUST A TRANSCRIPT....

If the school you are applying to also requires a counselor recommendation, a school report or other supplemental forms, you must also complete the **College App Additional Items Request Form**. *(A link to the form can be found on the [Transcript Request Page](#) on the Counseling website).* The colleges require us to send all documents together, so we cannot send your transcript until you have done this additional step.

Must also complete the steps below if using the Common Application!

FERPA Waiver and Matching with the Common Application:

1. Complete the FERPA Waiver. This is on your Common Application.
2. Click Match Accounts on Naviance. This is found under the “Colleges I am Applying to” page.
3. Type in your Common App email address and confirm your birthdate is correct. If you have a different birthdate on your Common Application, the accounts won’t match. Make sure you type in the same email address you used when completing your common application, otherwise your accounts won’t match.

We cannot send items to your Common Application Schools unless you have matched your account!

HOW TO REQUEST TRANSCRIPTS FOR NCAA/NAIA, SCHOLARSHIPS & OTHER

Logging On:

1. Log in to Naviance via the Clever Portal:

<https://clever.com/in/sdusd>

2. Click on the box that says “Log in with Active Directory”
3. Type in your student ID and password
4. Your Clever main page will open and you can select Naviance under the title “Instant LogIn Applications”

How to Request Transcripts:

9. Go to “colleges I’m applying to”
10. Click on the words “Manage Transcripts”
11. Click on the pink circle with a plus sign (+) on the right side of the page.
12. Choose “Other Transcripts” in the dropdown menu
13. Fill in the information and then click on the button “Request and Finish”