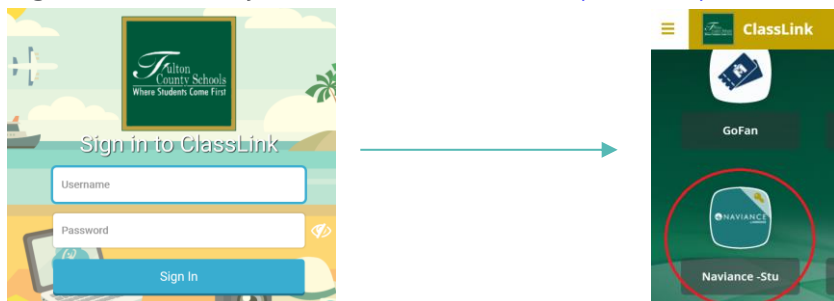


# Requesting Transcripts

## Other Transcripts

Students can use Naviance to request transcripts for personal use, such as job applications, summer programs, and scholarships.

1. Log in to Naviance via your ClassLink account. Visit <https://launchpad.classlink.com/fcs>



2. From the Colleges section in Naviance Student, click **Manage Transcripts**.
3. Here students can see all the institutions to which a transcript request has been associated.

**Transcript Requests**

Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

4. Use the **Add (+)** button to request an **"Other Transcript."**

×

College Application Transcript

Other Transcript

**What is this transcript for?**

☒ Scholarship

☐ Athletics

☐ Other

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

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

**When is this transcript due?**

12/18/2020

**Where are you sending the transcript?**

Recipient Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Other Notes: \_\_\_\_\_

5. Use the checkboxes and drop-downs to answer the transcript-related questions.
6. If you want your transcript to be sent via email, please list the receiving email in the "Other Notes" section.
7. Click **Request and Finish**.