

Naviance Quick Reference 2018-2019



Transcript Release Form

Parent must sign
prior to requesting transcripts.

Quick Reference for CA

Class Size: 380

DATE OF ENTRY HS: 08/2015

DATE OF GRADUATION: 06/2019

GPA Scale: 4.0

GPA Weighting: Weighted

Class Rank: NONE

Scheduling System: Semester

FERPA: My College Tab

Waive your right

Match to Naviance Account



390535



9999 (NCAA)

REQUESTING TRANSCRIPTS

1. Using your Naviance student account, click on the "Colleges" menu scroll down to "Colleges I am Thinking About". Select and check the box and click **move to application list** (found at the top of the page).
2. Next, indicate the application type. Choose from the dropdown menu (rolling, early action, early decision, etc.) as this will indicate deadline dates to your counselor & teachers.
3. Next, under "I'll Submit my Application", indicate whether you are applying Direct to Institution or via the Common Application.
4. Then, indicate whether you've submitted your application to the college by either checking or leaving blank the box next to "I've submitted my application".
5. Stay with me, click the "Add & Request Transcript."
6. On the next page, you will be asked what type of transcripts you are requesting. Choose "Initial".
7. Almost there, since we do not include test scores on our PTHS transcripts, leave the boxes under "What additional materials, if any, do you want included?" blank. Standardized test scores (SAT, ACT, AP Scores, SAT Subject Tests) must be sent directly from your account in [College Board](#) and/or [ACT](#).
8. Next, verify colleges you are requesting the transcripts to be sent is accurate.
9. Finally, click "Request and Finish".

LETTERS OF RECOMMENDATION

Start by researching the number of recommendation(s) needed, if any, by the college or university. Keep in mind that some schools require letters from specific subject area teachers. For example, a math/science major may require one letter from a math and/or one from a science teacher. Each college should list this information either directly on their application or within the instructions on their undergraduate admissions website.

Steps (Electronic):

PTHS Counseling Department

724-941-6250

Mrs. Evelyn Lusk ext. 5213

Mrs. Donna Clifford ext. 5518

Mrs. Leyna Steffen
Dean of College and Career
Readiness

Mrs. Vicky Cunningham
A-Di

Mrs. Heather Wawrzeniak/TBA
Dj-Kl

Ms. Alyssa Simmons
Km-M

Mrs. Heather Prinsen
N-Sk

Mr. Jeffrey Sudol
Sl-Z

1. Request your letter in person from your teacher and/or counselor, in person if possible. Provide a paper copy resume if requested by the teacher or a completed the [Teacher Recommendation Form](#). After August 1, you must request electronically for teachers to send letters. You **MUST** use Naviance Student to request letters of recommendation. Teachers will be able to send documents electronically as indicated by the icons. If you are using the Common Application, **DO NOT** invite the recommender via the Common Application website.
2. While on the "Colleges I'm Applying To" screen, scroll to the bottom of the page and click on letters of recommendation section hyperlink.
3. Click on "Add Request". From the dropdown menu, find & select the name of the teacher who will be writing your letter. You can choose for them to send their letter to specific colleges or to all present & future colleges you will add.
4. A personal note may be added with additional information or instructions. Please indicate if you are submitting via Common Application.
5. Then, Click "Submit Request" to send the request to the teacher. It is a good idea to confirm with your teacher that they received the request through Naviance.
6. Continue to update your teachers and counselors throughout application season to remind them about sending their letters & to let them know if you've added additional colleges to "Colleges I'm Applying To" since your last conversation & would like for them to send their letter to these additional colleges.

WORKSHOP WEDNESDAYS

Drop In Counseling Hours during your Lunch (periods 4-7) in Room 119 every Wednesday starting September 5th.

College and career planning support using Naviance.
College Application support and assistance
College Essay review
Resume review

WRITING LAB

College Essay peer review and editing available in the library.
