



How to Request a Transcript

These Instructions are Intended for Current Seniors ONLY



Step 1:

Log-in to Naviance Student

Enter your login information

username: KoMet email address


password: you created this

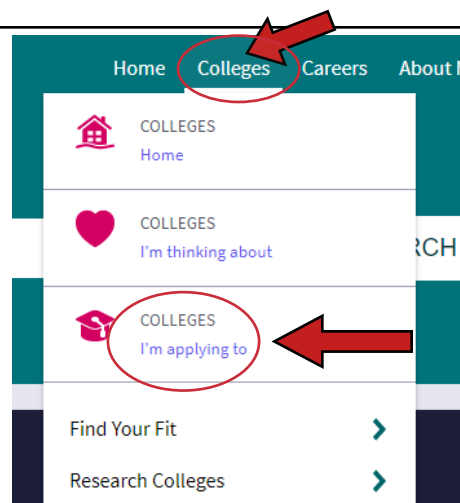
*If you have trouble logging in, email your counselor.






<https://student.naviance.com/kmhs>

* Note: Before you request your transcripts to be sent to any colleges, you need to **submit your application** to the colleges you are applying to **FIRST**, and be sure to request your transcript in Naviance.

Step 2:

1. Click "Colleges" and then select "Colleges I'm Applying To"
2. If the college you are applying to isn't already in your college list then go ahead and click on the red plus  icon located in the upper right corner of the "Colleges I'm Applying To" page.
3. If the college you wish to request a transcript for is already in your college list. Then check the box next to the college name and click on "request transcript" and go to "Step 4."



It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. Match Accounts									
Manage Transcripts Application Milestones Compare Me 									
+ = extended profile available + REQUEST TRANSCRIPTS REMOVE									
College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application		
<input type="checkbox"/> Bemidji State University	ROLL	-	N/A	cancelled	Pending		Submitted		MORE
<input type="checkbox"/> Concordia College at Moorhead	ROLL	-	N/A	cancelled	Pending		Submitted		MORE

Step 3:

1. Search for the college you want to request the transcript for by typing in the name.
2. Select the application type (i.e. Regular Decision, Early Decision, Regular, Rolling Decision).
3. Select how you are submitting your application. If you used the Common App select "Via Common App" for all other applications select "Direct to the Institution".
4. Place a check mark next to "I've submitted my application" and then click on "Add and Request Transcript".

***Remember, if you have not submitted your application yet, do not request your transcript.**

STEP 1 Add Application

STEP 2 Request Transcript

Which college are you applying to?

Hamline University

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

App type

Rolling

I'll submit my application

I'm not sure yet

Via Common App

Direct to the institution

I'm not sure yet

Add Application

ADD AND REQUEST TRANSCRIPT

Step 4: You will be taken to a new screen

1. Select the type of transcript you are requesting. You will select "Initial" to be sent with your application.
2. Select "unofficial ACT scores" (these are automatically listed on your transcript).
3. Click "Request and Finish".

Repeat process for additional requests.

What type of transcript are you requesting?

☐ Initial

☐ Mid year

☐ Final

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

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

Where are you sending the transcript/s?

Hamline University

Request and Finish

Requesting Mid – Year and Final Transcripts Later On

1. Select "College I'm Applying To"
2. Place a check ☒ next to the schools you need a transcript sent.
3. Click on "Request Transcripts".
4. From there refer to Step 4 and select "mid-year" or "final" instead of "initial".

Colleges I'm applying to

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Application Milestones Compare Me

3 selected + extended profile available

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> + Minnesota State University-Mankato	ROLL	-	N/A	cancelled	Pending	Computer	Submitted EDIT MORE
<input checked="" type="checkbox"/> + Winona State University	ROLL	-	N/A	cancelled	Pending	Computer	Submitted EDIT MORE
<input checked="" type="checkbox"/> University of Wisconsin-Eau Claire	ROLL	-	N/A	no request	Pending	Computer	Submitted EDIT MORE
<input type="checkbox"/> + University of Wisconsin-River Falls	ROLL	-	N/A	no request	Pending	Computer	Submitted EDIT MORE

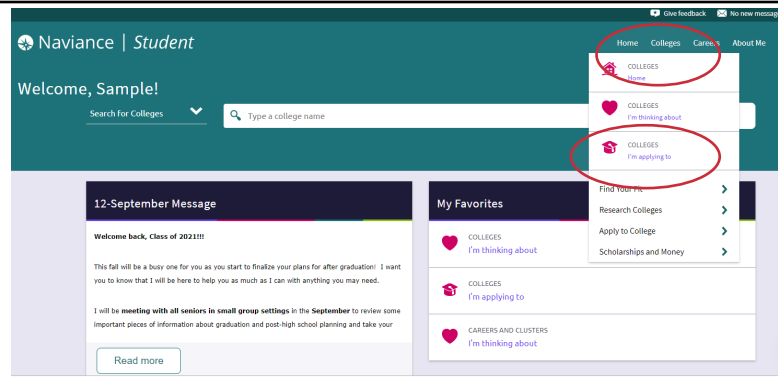
add.html Show all

You can request additional transcripts, such as midyear transcripts later using "Add Transcript Request" from your application list. Any existing transcripts requests for the chosen college applications will not be undone. You can check the status of any transcript request in "Manage Transcripts".

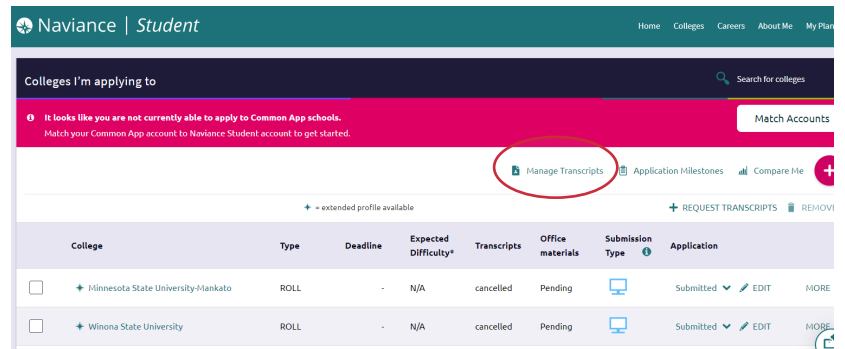
Request Other Transcripts for Scholarships, Athletics, etc.

Step 1:

Go to "College I'm Applying To"



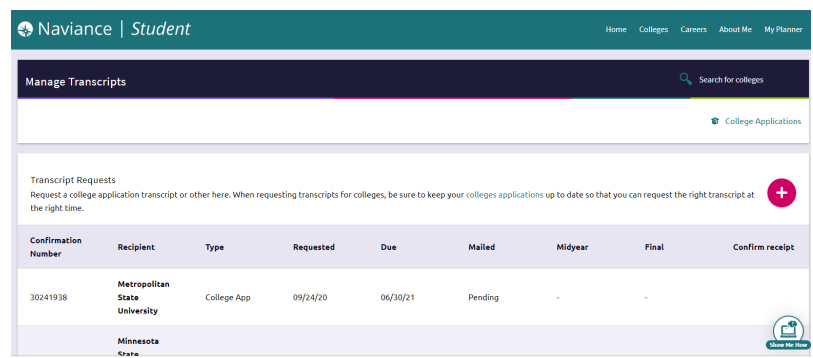
Step 2: Click on "Manage Transcripts"



Step 3: Here you can see the date you requested it, the date it is due and when it was mailed.

*If a school has notified you that they do not have your transcript then you need to **contact the admissions office first**.

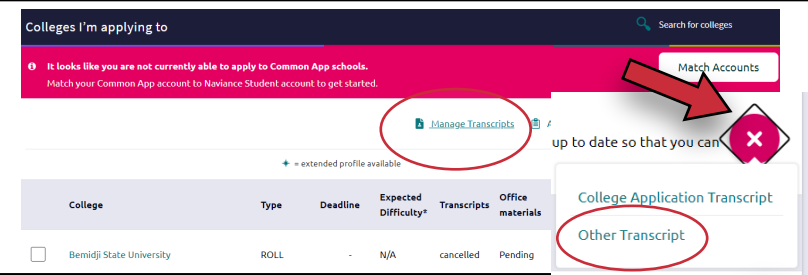
*Many times there is a lag time between when the transcript is sent and when their system updates. You can provide them with your confirmation number, found in Naviance.



REQUESTING "OTHER TRANSCRIPTS" for Scholarships

STEP 1: From the "Manage Transcripts" Page:

1. Click the red plus **+** sign:
2. Then click on "Other Transcripts"



Step 2: You will answer all of the questions on this page for each "Other Transcript" you are requesting.

1. Select the type of transcript you need sent: "Initial, Mid-Year, or Final".
2. Select what the transcript is for: "scholarship, athletics, or other".
3. Select "send unofficial ACT scores".
4. Enter the "Date it is due".
5. Enter the "address it needs to be sent to".
6. Click "Request and Finish".

What type of transcript are you requesting?

☒ Initial

☐ Mid year

☐ Final

What is this transcript for?

☒ Scholarship

☐ Athletics

☐ Other

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

☐ Unofficial SAT Scores

☒ Unofficial ACT Score

When is this transcript due?

11/06/2020

Where are you sending the transcript?

Recipient Name:

Address Line 1:

Request Other Transcripts for Scholarships, Athletics, etc.

Transcripts for Athletics:

Step 1: If you are wanting to play college sports, register with the NCAA Eligibility Center **FIRST**.

*****This should be done at the END of JUNIOR Year. *****

You do not need to request this through Naviance, once a student has registered with NCAA their transcripts are uploaded at the appropriate times.

******In other words, all you need to do is register with the Eligibility center and your transcripts will be upload.

<http://web3.ncaa.org/ecwr3/>



Unofficial Transcripts:

If you need an unofficial transcript for anything you can access this through your Infinite Campus Account.

Step 1: Log into Infinite Campus Student Portal

Step 2: Click on "Documents"

Step 3: Click on "High School Final Transcript".

You can use **UNOFFICIAL TRANSCRIPTS** for many things:

- a. Fill out your Self-Reported Academic Record (SRAR)) when filling out College Applications
- b. Check your current GPA
- c. Scholarships
- d. Send to college coaches
- e. Give to sponsors for organizations like MN Honor Society (MHS)