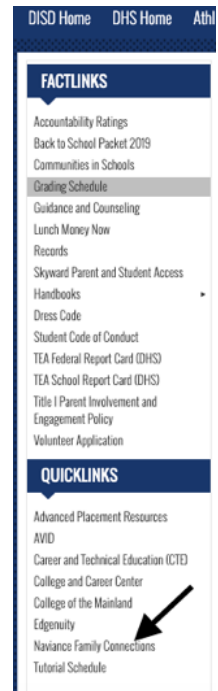
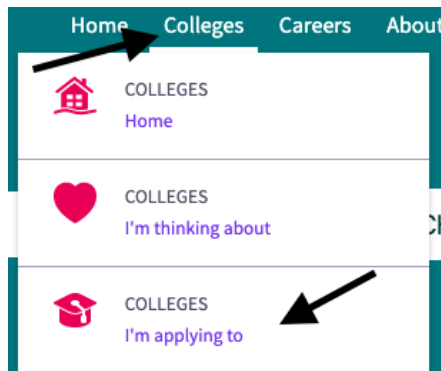


## Official Transcript Requests in Naviance

- Go to Quicklinks on DHS main webpage
- LOGIN is your DISD Google account LOGIN



- Click on Colleges Tab
- Select "Apply to College"



- Type in the colleges full name
- Click on Add and Request Transcript

The screenshot shows the 'Request Transcript' form in Naviance. The form includes fields for 'Which college are you applying to?' (Baylor University), 'App type' (Regular Decision June 1), and 'I'll submit my application' (Direct to the institution). The 'I've submitted my application' checkbox is checked. The 'ADD AND REQUEST TRANSCRIPT' button is highlighted.

- If the college is not already on the list, Click on + sign



- Select type of transcripts
- Click Request and Finish

The screenshot shows the 'Request Transcript' form in Naviance. The form includes fields for '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), and 'Where are you sending the transcript/s?' (Baylor University). The 'Request and Finish' button is highlighted.

- If the college has already been added, select the college from your list and click Request Transcripts

1 selected + = extended profile available → + REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> Abilene Christian University	RD	-	no request	Initial materials submitted		Unknown   EDIT <span>MORE</span>

- Select the type of transcript
- Click Request and Finish

**What type of transcript are you requesting?**

☐ Initial Send Now- First time sending

☐ Mid year Send Now- Already sent and need updated

☐ Final Send after graduation

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

☐ Unofficial SAT Scores

☐ Unofficial ACT Scores

**Where are you sending the transcript/s?**

Baylor University

[Request and Finish](#)

- To check the status of your transcript request, click manage transcripts

