

OFFICIAL TRANSCRIPT REQUEST INSTRUCTIONS

APPLY EARLY!!! - turn in ten (10) school days prior to deadline date

1. Submit completed/signed Academic Consent Form to Ms. Campbell. You will not be able to request transcript(s) on Naviance Student until this step is completed.
2. Naviance Log In: <https://student.naviance.com/freedom> Click on Student Box, Click on Continue with Clever. If needed, choose Freedom HS Prince William County Public Schools, click on Log in with Office 365 tab and use the same username that you use for all school computers. (username@pwcs-edu.org and password credentials)
3. Requesting a transcript: Colleges – Colleges I’m applying to – click big blue plus sign – from the drop-down menu choose which college you are sending the transcript to – from the drop down menu choose type of decision – confirm how I’ll submit my application (if it applies) – check the box for I’ve submitted my application – click on Add And Request Transcript



-- need to apply through Common Application, make sure to complete FERPA on Common App and match it with Naviance account




-- electronic submission



-- by mail only

- For college application requests, select the type of application (Regular, Early Action, etc.) Selecting the correct application type is very important, it will determine which deadline is entered for your request.

4. To complete the college request, submit the Official Transcript Request form to Ms. Campbell, the Naviance Administrative Assistant in the Counseling Department. If the college that you apply to accepts the application only by mail there is an envelope sign  in the Submissions Column . ***If applicable, ensure all recommendation(s), resume, and essay are completed.**
5. To complete the scholarship or other request on Naviance Student account as “Other Transcript” in Naviance, make sure to inform Ms. Campbell so that all necessary information is submitted on time.

** Letters of recommendation from teacher(s) (if required) are sent directly to the college by your teacher through Naviance/Naviance Student. You will need to request a letter of recommendation through your Naviance Student account (Colleges Home → Apply to Colleges Tab → Letters of Recommendation → Add Requests → Select a teacher from the list and Specify the College/University you would like them to write a recommendation), inform teacher(s) if it is a Common App school, and please **follow up with teacher(s) in person and provide teacher(s) with your resume**

** Please note that official SAT/ACT scores will not be sent from Freedom HS. All test scores must be sent directly from College Board or ACT.

****the 10-school day processing time begins after all steps (#1-5) have been completed & School Counseling has received official transcript request form ****

Note: Mid-Year Transcripts are automatically sent out in February & Final Transcripts are automatically sent out in June

**** Check status of Transcript Request on Naviance Student <https://student.naviance.com/freedom> ****



OFFICIAL TRANSCRIPT REQUEST



NAME _____ DATE _____
Last First Submitted

STUDENT ID # _____

REQUEST COUNSELOR RECOMMENDATION (YES); (NO) Student Signature _____

FOR COUNSELOR RECOMMENDATION, SELF-ASSESSMENT SURVEY MUST BE COMPLETED IN NAVIANCE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) FORM SIGNED (YES); (NO)

IS COMMON APP MATCHED WITH NAVIANCE (YES); (NO)

FOR FHS USE ONLY

COLLEGE _____	deadline date _____	<u>type of appl. CA--NACAC--MAIL</u>
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**** SUBMIT REQUESTS AT LEAST TEN (10) SCHOOL DAYS (Weekends and Holidays do not count) PRIOR TO DEADLINE DATE****

All transcript requests must be submitted using the Naviance program. Transcripts should only be requested once you have completed your college application(s). After requesting your transcript through Naviance, please complete this form and bring it to Ms. Campbell in the Counseling Office.

FOR FHS USE ONLY

Date Rec'd	To Counselor	From Counselor	Date Mailed/Sent



**REMINDER! REMINDER!
REMINDER!**

Request your transcript early!!

Just a friendly reminder that some college application deadlines are coming up:

<i>If your deadline is:</i>	<i>make complete transcript request by:</i>
<i>10/15/24</i>	<i>09/27/24</i>
<i>11/01/24</i>	<i>10/17/24</i>
<i>11/15/24</i>	<i>10/29/24</i>
<i>12/01/24</i>	<i>11/12/24</i>
<i>12/15/24</i>	<i>11/26/24</i>
<i>01/01/25</i>	<i>12/06/24</i>
<i>01/15/25</i>	<i>12/18/24</i>
<i>02/01/25</i>	<i>01/16/25</i>
<i>03/01/25</i>	<i>02/13/25</i>
<i>03/31/25</i>	<i>03/14/25</i>
<i>04/15/25</i>	<i>03/27/25</i>
<i>05/01/24</i>	<i>04/09/25</i>

*****Note: 10-school day processing time begins after we receive the complete request; this includes the Naviance Student online request (Transcripts should only be requested once you have completed your college application(s) and the Official Transcript Request Form. Once we receive everything in full, we begin processing your request and get them out within 10-school days.***