

A Step-by-Step Guide to Requesting Transcripts

Please use this tutorial in conjunction with the instructions printed in the “Senior Mechanics” packet.

PAYING FOR YOUR TRANSCRIPTS

*There is a flat \$10.00 fee per student for transcripts. A **cash** payment must be brought into the Guidance Secretaries prior to requesting transcripts on Naviance.*



**YOUR ABILITY TO REQUEST TRANSCRIPTS
WILL NOT BE ACTIVATED UNTIL PAYMENT
IS RECEIVED!**

PRIOR TO REQUESTING TRANSCRIPTS

- Turn in the Senior Packet and Transcript Release/Waiver form
- Pay for transcripts
- Create an account with Common Application
- Complete Waiver in Naviance account

ONLINE PART I: THE COMMON APPLICATION

All students must create a Common Application Account, whether or not they are applying to a Common App school!

The mandatory creation of a Common Application account is new this year, and is required by Naviance in order for you to use your Naviance/Family Connection account to request transcripts. *This step needs to be completed, regardless of whether or not you are applying to a Common App school.*



If a school offers you the option of using the Common Application or their own application, you must use the Common Application.

Log on to www.commonapp.org, find and click on “Never Registered? Go here”

The screenshot shows the Common Application website. At the top left is the logo "THE COMMON APPLICATION For Undergraduate College Admission". A dark red navigation bar contains links for "About Us", "Member Colleges & Universities", "Common Questions", "Download Forms", "Other Resources", and "Contact Us". Below the navigation bar is a large banner with the text "THE COMMON APPLICATION" and a "CELEBRATING 35 YEARS 1975-2010" badge. On the left side, there are five vertical boxes with the words "INTEGRITY", "EQUITY", "RELIABILITY", "ACCESS", and "SERVICE". Below the banner are three columns: "NEWS" with a link to "Counselor Advisory Group Assembled", "APPLY!" with a login form (User Name, Password, Login button) and links for "Never Registered? Go here", "Forgot Login? Go here", and "Go here for instructions"; and "FEATURED" with the Whittier College logo and website URL. A red arrow points from the top text to the "Never Registered? Go here" link, which is circled in red.

Fill out all the basic Registration information and click “Register” at the bottom of the form.

THE COMMON APPLICATION
For Undergraduate College Admission

About Us Member Colleges & Universities Common Questions Download Forms Other Resources Contact Us

Registration

Show [instructions](#) for this page.

Personal Information ?

- I am applying as a student

NOTE: You will *not* be able to change your selection to this question after registering.

Enter name **exactly** as it appears on official documents. Do not use nicknames.

Sara ● First/Given Name	<input type="text"/> Middle Name (complete)	Student ● Last/Family/Sur Name	--Select-- Suffix
<input checked="" type="radio"/> Female <input type="radio"/> Male ● Sex	09/18/1988 ● Date of Birth (mm/dd/yyyy)	<input type="text"/> Former Last Name	<input type="text"/> Preferred Name, if not first name
10 North Maple Avenue <input type="text"/> ● Permanent Address	Basking Ridge ● City/Town	NJ State/Province	07920 ZIP/Postal Code
United States of America ● Country	908 - 204-2600 ● Permanent Home Phone Number Please enter your area code and number in the following format: ### ###-####		

How did you hear about the Common App Online?

Click "My Colleges"



Sara Student
First Year applicant
Common App ID: 686467

Instructions

Instructions

My Colleges

Search for Colleges

Common Application

Future Plans

Applicant

Demographics

Family

Education

Academics

Activities

Writing

Signature

Supplements

Payments

Instructions

Welcome to the Common App Online! You may use the Common Application for both first-year and transfer admission. You designated yourself as a first-year or transfer applicant upon registration with the Common App Online site. Based on your registration, you'll be directed to the appropriate forms to complete. If you have registered under the wrong applicant type, you will need to re-register.

This page provides important instructions for completing your application package to the Common App and its 400+ member institutions. The menu on the left will allow you to navigate through the application, and we recommend that you begin in My Colleges. If you would like a tour of the full site before you get started, you can watch this brief [video demo](#). And remember: you can return to this page at any time by clicking Instructions in the navigation menu.

- [Using This Site](#)
- [System Requirements](#)
- [Help](#)
- [Your Account](#)
- [Starting Your Application](#)
- [Future Plans](#)
- [Data Suppression](#)
- [Submission Requirements](#)
- [Submitting](#)
- [Printing](#)
- [Application Versions](#)
- [Supplements](#)
- [School Forms](#)
- [Payment](#)
- [Deadlines](#)
- [Academic Institutions](#)

Use the “Quick Add” and/or “Search for Colleges” Features to add colleges to your list.

THE COMMON APPLICATION
For Undergraduate College Admission

Help | Account | Logout

Sara Student
First Year applicant
Common App ID: 6864607

My Colleges

Show [instructions](#) for this page.

Status Legend:
▼ Not Started
■ In Progress
▲ Complete

My Colleges

You do not currently have any institutions in your My Colleges list.

Search for Colleges

Start typing the college name you want to add

QuickAdd

Only the Schools participating in Common App will come up in this search. If the school is not Common App, you don't need to add it to the list.

Your "My Colleges" page will look something like this...

Sara Student
First Year applicant
Common App ID: 6864607

My Colleges


Show [instructions](#) for this page.

Status Legend:
▼ Not Started
■ In Progress
▲ Complete

My Colleges

▼ Adelphi University	▼ Dickinson College	
----------------------	---------------------	--

Search for Colleges

Start typing the college name you want to add 

Adelphi University

Deadline: N/A until term is assigned

■ **Application** **In Progress**

Before submitting the **CommonApp** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution
Assign your [School Forms](#) recommenders to this institution
Submit your [Supplements](#) to this institution

▼ **Supplements** **Not Started**

Before submitting your **Supplements** to this institution you must:
Complete the CommonApp [Future Plans](#) section for this institution

▼ **Payments** **Not Ready For Payment**

Before submitting your **Payment** to this institution you must:
Submit the CommonApp to this institution

Every Common App school you are applying to needs to be on this list before logging onto Naviance!

ONLINE PART II: NAVIANCE/FAMILY CONNECTION

Log OUT of Common App and Log IN to the Student's Naviance/Family Connection account:
<http://connection.naviance.com/ridge>

Welcome to Family Connection

Nice to see you again! Please log in.

E-mail

password

remember me

[Log In](#)

[forgot your password?](#) [need additional help?](#)

are you new here?

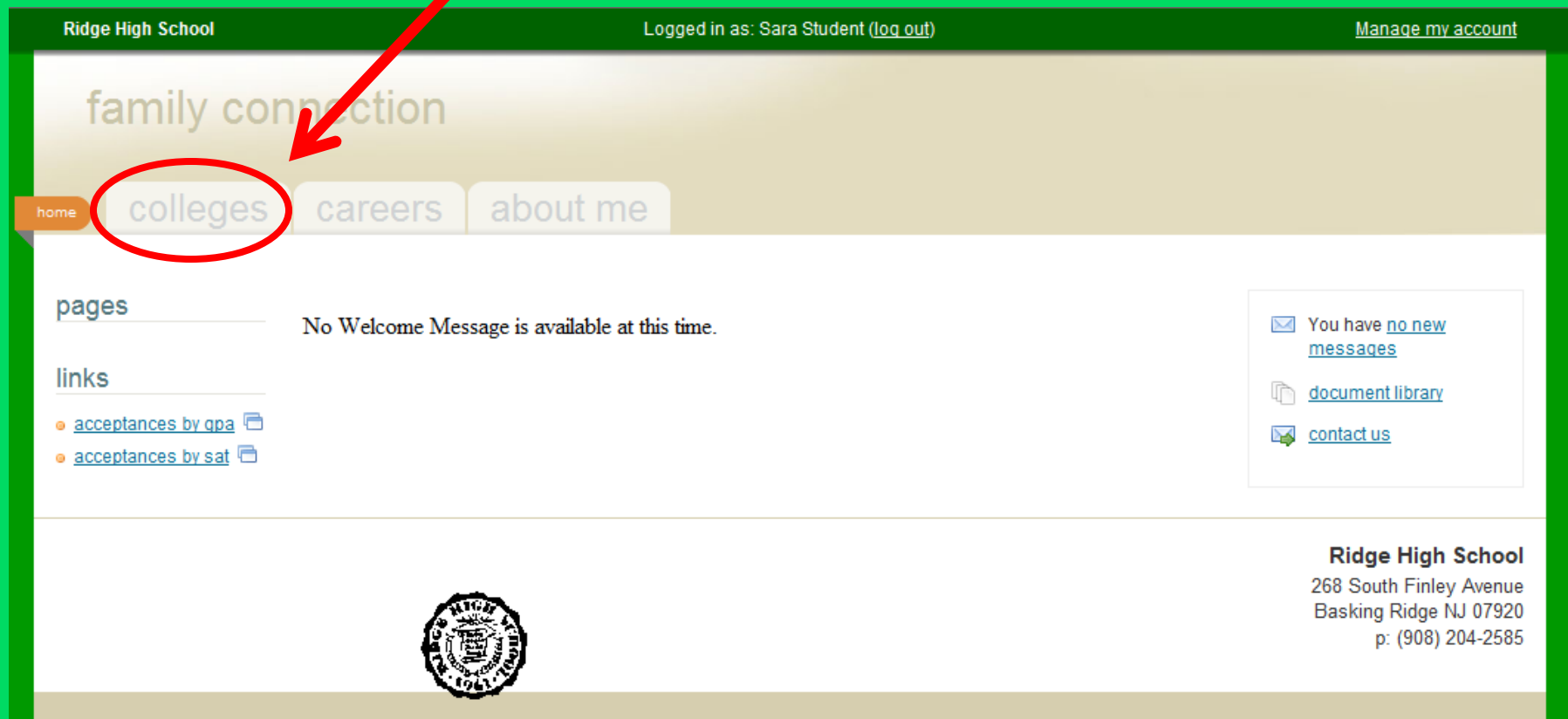
[i'm a guest >](#)

[i need to register >](#)

**Don't confuse the Naviance password with the Common Application password!
They may or may not be the same.**

THE FIRST TIME YOU REQUEST TRANSCRIPTS...

Click the “Colleges” Tab



The screenshot shows the Ridge High School website interface. At the top, it says "Ridge High School" on the left, "Logged in as: Sara Student (log out)" in the center, and "Manage my account" on the right. Below this is a navigation bar with the text "family connection" and three tabs: "home", "colleges", and "about me". The "colleges" tab is circled in red, and a red arrow points to it from the text above. Below the navigation bar, there are sections for "pages" (with a message: "No Welcome Message is available at this time."), "links" (with two links: "acceptances by gpa" and "acceptances by sat"), and a right-hand sidebar with three links: "You have no new messages", "document library", and "contact us". At the bottom, there is a school seal on the left and contact information for Ridge High School on the right: "Ridge High School", "268 South Finley Avenue", "Basking Ridge NJ 07920", and "p: (908) 204-2585".

Click “Colleges I’m Applying to”

Ridge High School Logged in as: Sara Student (log out) Manage my account

family connection

home colleges careers about me

search for colleges:
 Go
MORE SEARCH OPTIONS >>

resources
> [transcripts](#)
> [test scores](#)

test preparation
> [test preparation](#)

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)

Upcoming college visits

- 09/14/10 Randolph College [details »](#)
- 09/16/10 Western New England College [details »](#)
- 09/16/10 Queens University of Charlotte [details »](#)

[view all upcoming college visits](#)

college research

Complete the “Privacy Notice for Common Application” (using your *Common Application* login information)

⇒ IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

I understand that under the terms of the FERPA, after I matriculate I will have access to this form and all other recommendations and supporting documents submitted by me and on my behalf, unless at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. I waive my right to access below, regardless of the institution to which it is sent:

Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.

No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm enrolling, if that institution saves them after I matriculate.

By completing this form, I authorize all schools that I have attended to release all requested records covered under the Federal Educational Rights and Privacy Act (FERPA) so that my application may be reviewed by the Common Application member institution(s) to which I am applying. I further authorize the admission officers reviewing my application, including seasonal staff employed for the sole purpose of evaluating applications, to contact officials at my current and former schools should they have questions about the school forms submitted on my behalf.

Please enter your Common Application Online username and password if available. This information will ONLY be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

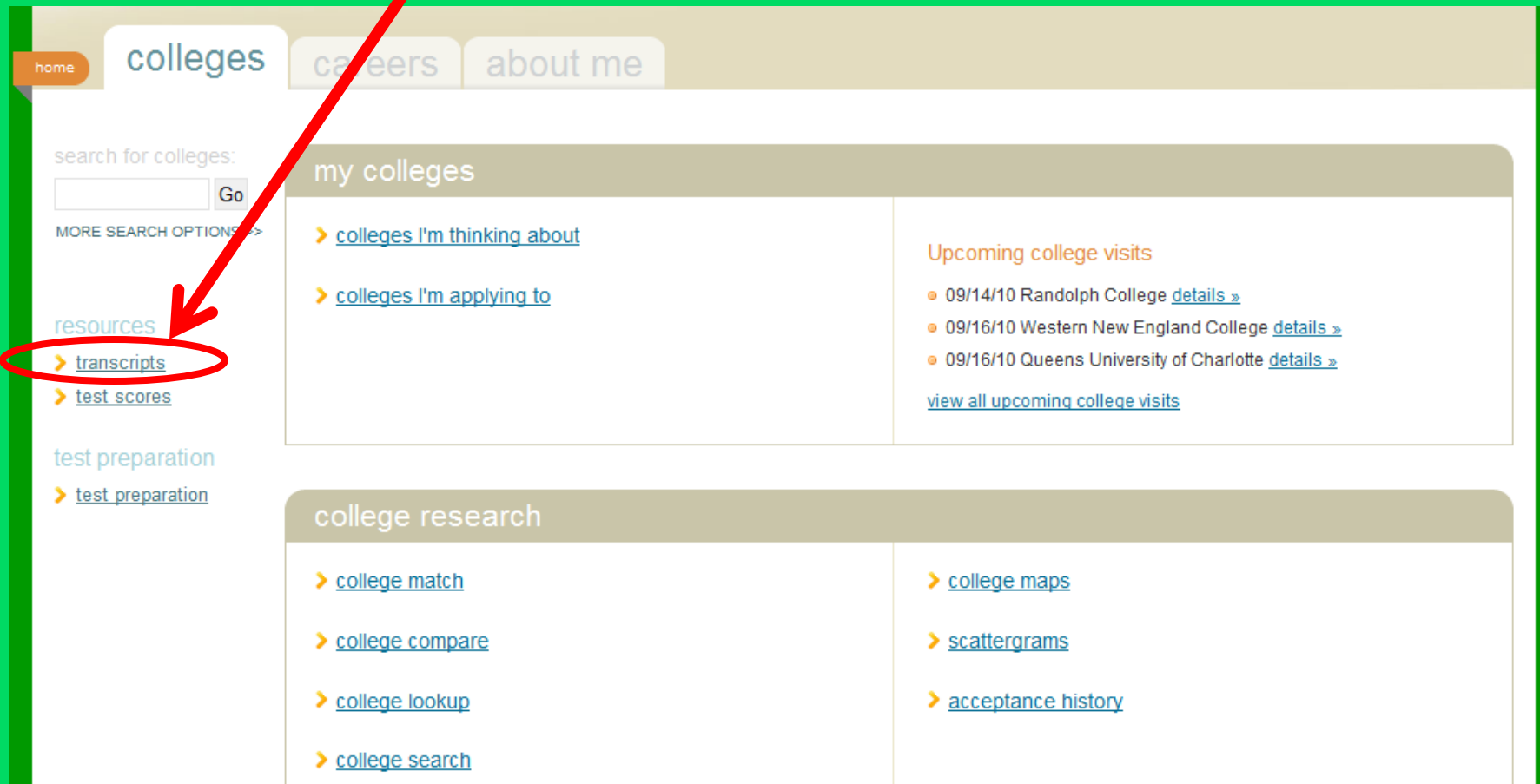
Common application username:

Common application password:

Confirm password:

AFTER THE WAIVER IS COMPLETE...

Under the “Colleges” tab, click “Transcripts”



The screenshot shows a website navigation bar with tabs for 'home', 'colleges', 'careers', and 'about me'. The 'colleges' tab is active. Below the navigation bar, there is a search box for colleges and a 'resources' section. The 'resources' section contains a list of links: '> transcripts', '> test scores', 'test preparation', and '> test preparation'. The 'transcripts' link is circled in red, and a red arrow points from the text above to it. The main content area is divided into two sections: 'my colleges' and 'college research'. The 'my colleges' section includes links for 'colleges I'm thinking about', 'colleges I'm applying to', and 'Upcoming college visits' with a list of dates and college names. The 'college research' section includes links for 'college match', 'college compare', 'college lookup', 'college search', 'college maps', 'scattergrams', and 'acceptance history'.

home colleges careers about me

search for colleges:
 Go
MORE SEARCH OPTIONS >>

resources

- > transcripts
- > test scores

test preparation

- > test preparation

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to

Upcoming college visits

- 09/14/10 Randolph College [details »](#)
- 09/16/10 Western New England College [details »](#)
- 09/16/10 Queens University of Charlotte [details »](#)

[view all upcoming college visits](#)

college research

- > college match
- > college compare
- > college lookup
- > college search
- > college maps
- > scattergrams
- > acceptance history

Click “Request transcripts for my college applications”

Ridge High School

Logged in as: Sara Student ([log out](#))

[Manage my account](#)

family connection

home colleges careers about me

search for colleges: Go

transcripts

- Request transcripts for my college applications
- View the status of all my transcript requests

MORE SEARCH OPTIONS >>

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

The screenshot shows a user interface for Ridge High School. At the top, it says 'Ridge High School' and 'Logged in as: Sara Student (log out)'. There is a 'Manage my account' link. Below this is a navigation bar with 'family connection' and buttons for 'home', 'colleges', 'careers', and 'about me'. A search bar is present with the text 'search for colleges:' and a 'Go' button. The search results for 'transcripts' are displayed, with the first result 'Request transcripts for my college applications' circled in red. A red arrow points from the text above to this circled link. Below the search results are 'MORE SEARCH OPTIONS >>' and a section titled 'my colleges' with three links: 'colleges I'm thinking about', 'colleges I'm applying to', and 'college visits'.


Scroll down and click “Request Transcripts.”

New Applications

Use the area below if you would like to request transcripts for colleges that are not already in your list of applications.

Type	College
Regular Decision ▾	The College of New Jersey :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup
Regular Decision ▾	(click lookup) :: lookup

[Cancel](#) [Request Transcripts](#)



Make sure you get a confirmation message.

family connection

home colleges careers about me

search for colleges: Go

MORE SEARCH OPTIONS >>

Confirmation
Your transcript requests have been submitted.

transcript status

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [college match](#)

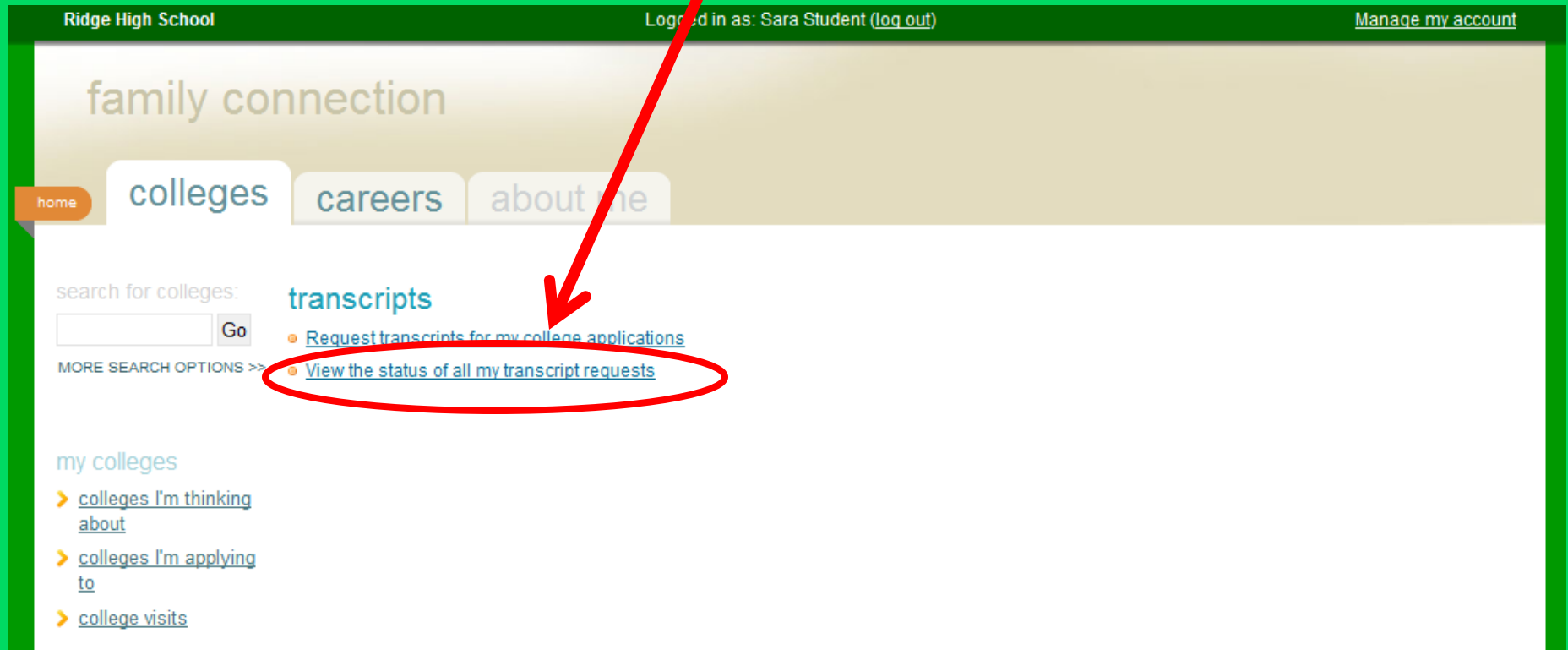
College Application Transcripts

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3631500	Adelphi Univ	9/4/10	-	pending	-	-	
3631501	Dickinson Coll	9/4/10	2/1/10	pending	-	-	
3630145	Docufide Inst of Tech (not a real college)	9/3/10	-	9/3/10	-	-	
3631502	The College of New Jersey	9/4/10	1/15/11	pending	-	-	

YOU'RE DONE!!!

TO CHECK TRANSCRIPT STATUS...

On the “Transcripts” page,
click “View the status of all my transcript requests”



Ridge High School

Logged in as: Sara Student ([log out](#))

[Manage my account](#)

family connection

home colleges careers about me

search for colleges: Go

transcripts

- [Request transcripts for my college applications](#)
- [View the status of all my transcript requests](#)

MORE SEARCH OPTIONS >>>

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

Your screen will look something like this...

The screenshot shows a web application interface with a navigation bar at the top containing 'home', 'colleges', 'careers', and 'about me'. Below the navigation bar, there is a search section for colleges with a text input field and a 'Go' button. To the right of the search section, the main content area is titled 'transcript status' and 'College Application Transcripts'. It features a table with columns for Confirmation Number, College, Requested, Due, Mailed, Mid-Year, Final, and Confirmed Receipt. Below the table, there are sections for 'Other Transcripts' (stating no other requests) and 'Transcript Fees' (showing a total owed of \$0.00, paid to-date of \$10.00, and a balance remaining of -\$10.00). On the left side of the main content area, there are several menu items under 'my colleges' and 'college research'.

home colleges careers about me

search for colleges: Go

MORE SEARCH OPTIONS >>

transcript status

College Application Transcripts

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3631500	Adelphi Univ	9/4/10	-	pending	-	-	
3631501	Dickinson Coll	9/4/10	2/1/10	pending	-	-	
3630145	Docufide Inst of Tech (not a real college)	9/3/10	-	9/3/10	-	-	
3631502	The College of New Jersey	9/4/10	1/15/11	pending	-	-	

Other Transcripts

You do not have any other transcript requests.

Transcript Fees

Total Requests	
Total Owed	\$ 0.00
Paid to-date	\$ 10.00
Balance remaining	\$ -10.00

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying to](#)
- > [college visits](#)

college research

- > [college match](#)
- > [college compare](#)
- > [college lookup](#)
- > [college search](#)
- > [college resources](#)
- > [college maps](#)
- > [scattergrams](#)

Requested = the date the transcript request was made

Due = the default date set by the college for the application deadline

Mailed = the date the transcript, school profile, counselor report, and counselor recommendation were sent from Ridge guidance

transcript status

College Application Transcripts

Confirmation Number	College	Requested	Due	Mailed	Mid-Year	Final	Confirmed Receipt
3603760	Adelphi Univ	7/27/10	-	pending	-	-	
3603761	Dickinson Coll	7/27/10	2/1/10	pending	-	-	

Mid-Year = the date the mid-year report is sent by Ridge guidance (February 2011)

Final = the date the final transcript is sent to the school you choose to attend next year (July 2011)

Confirmed Receipt = Ridge guidance has received your transcript request

CANCELING A TRANSCRIPT REQUEST...

If you wish to cancel a transcript request, see one of the Guidance Secretaries. This cannot be done through Naviance/Family Connection.