

## How to Request a Transcript Through Naviance Student

### How to log into Naviance Student

**Step 1:** Go to the [Richard Montgomery webpage](#).

**Step 2:** Click on the [Counseling Tab](#) at the top of the page.

**Step 3:** Click on the "[Naviance Student](#)" link on the right-hand side under the Naviance tab.

### How to Request a Transcript through Naviance Student:

**Step 1:** Once logged into Naviance Student, click on the "Colleges" Tab at the top of the page

**Step 2:** Click on the "Colleges I'm Thinking About" link.

*If all of the colleges you are applying to appear on this list, continue to Step 6. If not, continue to Step 3.*

**Step 3:** To add colleges to this list, click on the "Add Colleges to List" link on the upper left-hand side.

**Step 4:** Look up the colleges you are interested in and check the box on the left-hand side next to each to select.

**Step 5:** Once done searching, click:  to add all selections to your "Colleges I'm Thinking About" list.

**Step 6:** Check the box next to each college you are applying to from the "Colleges I'm Thinking About" list.

**Step 7:** Once selected, click on the "Move to Application List" button.

**Step 8:** Select the appropriate application deadline and application type from the drop-down menus and click "Add and Request Transcripts."

**Step 9:** Indicate what Type of transcript you are requesting (initial). DO NOT select to send unofficial SAT or ACT scores. Click "Request and Finish."

After Step 9, you can check the status of your transcript requests under the "Colleges I'm Applying To" tab.

\*\* Richard Montgomery DOES NOT send out your official SAT or ACT test scores. You are responsible for contacting the companies who administer these tests through [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://www.act.org) to have your scores sent directly to the colleges you are applying to.

\*\*Once you have submitted your transcript requests, [Pay your online transcript fee\(s\)](#). **The first three transcript requests are FREE, all requests after the first three are \$3 each** and complete the [Transcript Request Google Form](#) for each school in which you are applying. You must pay your transcript fee and complete the google form before your transcripts will be sent to the colleges you are applying to.