


Naviance Questions Answered



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Who sends/requests What Documentation?

Student Sends/Requests

- Application
- Application Fees
- Essay(s)/Supplements
- SAT/ACT Scores
Online (if required)
- Transcripts via
Naviance
- Teacher letters of
recommendation via
Naviance

Teacher Sends

- Letter of
recommendation
- Teacher evaluation
form

Wootton High School Sends

- Transcript
- School Profile
- Counselor Letter of
Recommendation
- Secondary School
Report Forms
- All sent via
Naviance (not via
common or
coalition app)

Frequently Asked Naviance Questions

Why can't I request transcripts or Teachers of Letters of Recommendation?

If you haven't matched your Common App to your naviance account and signed your FERPA release form, you will not be able to request any type of documentation. You must do this before proceeding. See the 3 minute video on the front page of your student naviance account. This video shows you how to match your common app to your naviance account and where to sign your FERPA release form..

How and where do I request transcripts?

You request transcripts in your naviance account under the “colleges I’m applying to” tab. Click on either the + Sign or “manage transcripts.”

How and Where do I request Teacher Letters of Recommendation?

You request your teachers letters of recommendations in naviance under “Colleges I’m applying to” scroll to the Letters of Recommendation and click on “add request”. DO NOT INVITE TEACHERS IN THE RECOMMENDERS SECTION OF THE COMMON APPLICATION

HOW TO REQUEST TRANSCRIPTS VIA NAVIANCE

1

Log into [Naviance](#)

2

Match the common app with Naviance ([watch video](#))

3

Click on + to add a transcript request under "Colleges I'm Applying to"

4

Add the college name, indicate how you are applying, and the application type

5

Click add and request transcript

CLICK ON + TO ADD A TRANSCRIPT UNDER "COLLEGES I'M APPLYING TO" TAB

Colleges I'm applying to

Search for colleges

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

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application	
<input type="checkbox"/>	The University of Alabama	RD	Regular Decision	N/A	requested	Pending		Unknown ▼	EDIT MORE
<input type="checkbox"/>	University of Maryland, Baltimore	EA	Early Action 1	N/A	requested	Pending		Unknown ▼	EDIT MORE

ADD THE COLLEGE NAME, THE DEADLINE AND HOW YOU ARE
APPLYING. CLICK ADD AND REQUEST TRANSCRIPT.

✕ Cancel

Which college are you applying to?

Salisbury University ✕

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

App type

Early Action December 1 ✓

I'll submit my application

I'm not sure yet ✓

Via Common App

Direct to the institution

I'm not sure yet

Add Application



Salisbury
University

EA

Early December
Action 1 N/A

no
request

Pending



Unknown ✓

EDIT

MORE ⋮

Teacher recommendations

All Wootton staff will be sending letters of recommendation, transcripts and other official documents through Naviance (or by US Mail, if required). **Do not “invite” your teachers or counselors to send them through the Common App or the Coalition App.**

Request Teacher Recommendations through Naviance

- Open your Naviance account.
- Click “Colleges I’m Applying To”.
- Scroll to the “letters of recommendation” and click on the link.
- Click “Add Request”
- Select a “teacher” from the drop-down menu. (Request each teacher for individual colleges do not use the “ALL” option.)
- Click “Submit Request”.
- Repeat as necessary to add additional teachers.

Once a request has been made, the teacher will receive an email notification.