

How to request transcripts through Naviance

This is a basic instruction guide for how to request transcripts for college, scholarships, athletics, and personal use through Naviance. Please note: This is the **ONLY** way enrolled students can request academic transcripts. Please contact the Counseling Office if you have any questions.

Requesting Official Transcripts for college applications and NCAA

1. Log into Naviance at <http://connection.naviance.com/nhsca>
2. Click the Colleges tab.
3. Click on **add applications**.
4. Select the college or university by clicking on the drop down menu or by typing it in the lookup box.
5. Select the Application type – Regular Decision, Early Action, Early Decision, Rolling, etc. You must select the correct type. If you are unsure, please read your application documents and/or ask your counselor.
6. Check to see if your college accepts electronic transcripts (you will see a picture of a computer next to the request in Naviance). If not (you will see a picture of an envelope next to the request in Naviance), please provide an addressed and stamped envelope to the Counseling Office so it can be mailed on your behalf. Another option is to provide the full mailing address and pay the \$1 fee per transcript by electronic payment through our webstore.
7. Email the request to nhstranscripts@tusd.org
8. If this is your first request, have your parent or guardian sign this form, and email it to nhstranscripts@tusd.org. It will remain on file for the current school year, so you do not need to complete a new form each time you request a transcript.
9. Your first **two** transcript requests are **free**. After that, each transcript request is \$2.00 and must be paid **before** the office can process the transcript request. Payment must be made in **cash** (we don't accept \$100 bills), **money order** (payable to TUSD), and electronic payment through our webstore. Checks are **not** accepted.
10. Transcript requests are processed within two business days.
11. Final transcripts are generally ready one to two weeks after graduation.

Requesting official/unofficial transcripts for scholarships and personal use

1. If this is your first request, have your parent or guardian sign this form, and email it to nhstranscripts@tusd.org. It will remain on file for the current school year and does **not** need to be signed each time you request a transcript during the current school year.
2. Your first **two** transcript requests are **free**. After that, each transcript request is \$2.00 and must be paid **before** your request is processed. Payment must be made in **cash** (we don't accept \$100 bills), **money order** (payable to TUSD), and electronic payment through our webstore. Checks are **not** accepted.
3. Transcript requests are processed within two business days.
4. Final transcripts are generally ready one to two weeks after graduation.