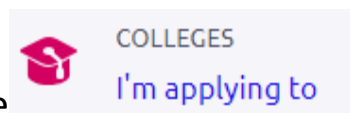


How to Request Your High School Transcript for College Applications and Scholarships

1. Login to Naviance (<https://student.naviance.com/wghs>)

- Your user name is your first initial, last initial, and date of birth (example: wg081302@wgcloud.org)
- Your password is your four digit lunch pin

2. Click on the



3. Click on



STEP 1

4. Add New College Application

App type

I'll submit my application

I've submitted my application

ADD AND REQUEST TRANSCRIPT

STEP 2

What type of transcript are you requesting?

Initial

Final

Request and Finish

Note:

Because many colleges require official test scores sent directly by testing agency, ACT and/or SAT scores are not included on your high school transcript. If your college(s) will accept unofficial test scores, complete a test score request form in the counseling center.