


## Requesting Your High School Transcript

Upon submitting your college application(s), you will need to request your official transcript in Naviance.

1. Login to Clever: <https://clever.com/in/wgsd/student/portal>
2. Select “Naviance” under WGSD Clever Portal
3. Select “Colleges I Am Applying To”
4. Click on the 
5. Complete all information and click on “Add and Request Transcript”
6. Choose “Initial” transcript

By default, we do not include ACT or SAT scores on your transcript. Want your scores sent? Please email Mrs. Smith ([smith.barbara@wgmail.org](mailto:smith.barbara@wgmail.org)).