


Requesting Your High School Transcript (Common App Schools)

1. Complete your FERPA waiver on the Common App (Click on My Colleges tab, click on any college in your list, click on "FERPA and Recommenders", complete.)
2. Login to Naviance via Clever
3. Match Your Common App Account (hot pick bar across the top of screen)
4. Select "Colleges I Am Applying To"
5. Click on [+ REQUEST TRANSCRIPTS](#)
6. Choose "Initial" transcript
7. Select the college(s) we are sending transcripts
8. 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).

Requesting Your High School Transcript (Non-Common App Schools)

1. Login to Naviance via Clever
2. Select "Colleges I Am Applying To"
3. Click on the 
4. Complete all information and click on "Add and Request Transcript"
5. Choose "Initial" transcript
6. 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).

Requesting Teacher Recommendations (if applicable)

1. Check to see if your school(s) require or will accept Teacher Recommendations.
2. Request your high school transcript (see above) for each school.
3. Login to Naviance via Clever
4. Click on "Colleges" at top
5. Click on "Letters of Recommendation"
6. Click on "Add Request"
7. Select teacher
8. Choose which college(s) will receive that recommendation.
9. Click on "Submit Request"

Requesting Counselor Recommendation (if applicable)

1. Check to see if your school(s) require a Counselor Recommendation.
2. Email your College and Career Counselor to request. Please include a copy of your resume.
3. We will send you links to a Student Questionnaire and Parent Questionnaire to assist with letter writing.
4. If you would prefer your School Counselor write the letter, reach out to them directly to request.