SENIORS: TO REQUEST TRANSCRIPTS FOR COLLEGES

Login through Clever and click on NAVIANCE.

- At the home page, click Colleges I'm Applying To
- Click the plus button to the right of Manage Transcripts
- Under Which College are you applying to, type the **full name** of the college ~ no abbreviations. Examples: Cuyahoga Community College District, Cleveland State University, Lorain County Community College
- **Under App type ~ check what is appropriate**
- **Under I'll Submit my Application ~ check what is appropriate**
- Check I've submitted my application (because you should have applied to the college already)
- Click Add and Request Transcript
- Under What type of transcript are you requesting ~ Click Initial
  Ignore the additional materials section. WE DO NOT SEND ACT/SAT SCORES. THOSE MUST BE SENT DIRECTLY FROM THE TESTING AGENCY.
- Then scroll down and click ~ Request and Finish