



# HOW TO REQUEST TRANSCRIPTS

Using Naviance

**STEP 1:**  
**On the main**  
**login page**  
**select:**  
**Colleges I am**  
**thinking about**

Welcome Class of 2021

## Jurupa Hills Senior Year Check List

August–September

Use Naviance <https://student.naviance.com/jurupahhs> to research colleges that offer your major.

[Read more](#)

My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



COURSES

I'm thinking about



CAREERS AND CLUSTERS

I'm thinking about

Important To-Dos and Tasks

What's New

**Step 2:**  
**Click on +**  
**Add**  
**Colleges to**  
**List**


The screenshot shows a user interface for managing a list of colleges. At the top, there is a dark blue header with the text "Colleges I'm thinking about" on the left and a search bar with a magnifying glass icon and the text "Search for colleges" on the right. Below the header is a white bar containing a red "+ Add Colleges to List" button on the left and a "Compare Me" button with a bar chart icon on the right. The bottom section of the interface features three action buttons: "UPDATE INTEREST" with a gear icon, "MOVE TO APPLICATION LIST" with a folder icon, and "REMOVE" with a trash can icon. A legend on the far right indicates that a star icon represents "= extended profile available". A red arrow from the text on the left points to the "+ Add Colleges to List" button, which is also circled in red.

### Step 3:




Choose your schools.









A. By quick list lookup

B. select the box next to your school name.


Lookup by:  
Quicklist 

College search results You searched by Quicklist




 = extended profile available     = colleges applied to    Actions:  Favorite









Select	College	Location
<input type="checkbox"/>	 Academy of Art University	San Francisco, CA
<input type="checkbox"/>	 Arizona State University-Tempe	Tempe, AZ
<input type="checkbox"/>	  The University of Arizona	Tucson, AZ
<input type="checkbox"/>	 The Art Institute of California - Orange County - CLOSED DO NOT USE	Santa Ana, CA
<input type="checkbox"/>	 The Art Institute of California - Hollywood	Los Angeles, CA
<input type="checkbox"/>	  Azusa Pacific University	Azusa, CA

**Step 4:**  
**After you**  
**check the**  
**school boxes**  
**Select:**  
**FAVORITE**

Lookup by:  
Quicklist 

College search results You searched by Quicklist

 = extended profile available     = colleges applied to    Actions:  Favorite

Select	College	Location
<input type="checkbox"/>	 Academy of Art University	San Francisco, CA
<input type="checkbox"/>	 Arizona State University - Tempe	Tempe, AZ
<input type="checkbox"/>	  The University of Arizona	Tucson, AZ
<input type="checkbox"/>	 The Art Institute of California - Orange County - CLOSED DO NOT USE	Santa Ana, CA
<input type="checkbox"/>	 The Art Institute of California - Hollywood	Los Angeles, CA
<input type="checkbox"/>	  Azusa Pacific University	Azusa, CA

## Step 5:

All the schools you favorited

(schools you will want to send transcripts to).

They will show up on this page.

✓ **Confirmation** Close

1 colleges successfully added

### Colleges I'm thinking about

Search for colleges

+ Add Colleges to List Compare Me

UPDATE INTEREST MOVE TO APPLICATION LIST REMOVE \* = extended profile available

College	Delivery type <span>i</span>	Added By	Expected Difficulty*	Application Deadlines	Interest
<input type="checkbox"/> California State Polytechnic University, Pomona		Student	N/A	Other (Fall Admission) November 30	<span>N/A</span> <span>MORE</span>

Show Me How

Show all

## Step 6:

Check the boxes  
next to the schools  
you are ready to  
send transcripts for.

Then select:

**MOVE TO**

**APPLICATION LIST**

Colleges I'm thinking about Search for colleges

[+ Add Colleges to List](#) [Compare Me](#)

1 selected [UPDATE INTEREST](#) [MOVE TO APPLICATION LIST](#) [REMOVE](#) \* = extended profile available

College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input checked="" type="checkbox"/> California State Polytechnic University, Pomona		Student	N/A	Other (Fall Admission) 30	N/A <a href="#">MORE</a>

## QUICK NOTE: Delivery Type

These different images will tell you how your transcript will be sent or if you made an error.

If you see a ? You need to go back and make a selection to send transcript.



**Common App**  
Common App school that accepts documents electronically



**Common App via Electronic**  
Common App school but student not applying via Common App, school accepts electronic



**Common App Print**  
Common App school but student not applying via Common App, school does not accept electronic documents so must print and mail



**Electronic**  
Accepts electronic documents, and not Common App school



**Unknown**  
Student has not yet indicated application type



**Print Only**  
School does not accept electronic



# Step 7: Click MOVE TO APPLICATION LIST

Colleges I'm thinking about Search for colleges

+ Add Colleges to List Compare Me

1 selected UPDATE INTEREST MOVE TO APPLICATION LIST REMOVE \* = extended profile available

College	Delivery type <span>i</span>	Added By	Expected Difficulty*	Application Deadlines	Interest
<input checked="" type="checkbox"/> California State Polytechnic University, Pomona		Student	N/A	Other (Fall Admission) 30 November N/A	<span>▼</span> MORE <span>⋮</span>

## STEP 8:


Click the I've already sent my application box.

Then select:

**ADD AND**

**REQUEST**


**TRANSCRIPTS**

 Cancel


**STEP 1** — **STEP 2**

Add Applications Request Transcripts

California State Polytechnic University,  
Pomona



**Which application deadline do you prefer?** 

Other (Fall Admission) November 30

**How will you submit your application?** 

Direct to the institution

I've already sent my application

## Step 9:


Currently you only have the initial option at the end of the year you will have the final option. Select Initial.


All the schools you want to send transcripts to will be on this list


PLEASE Check.

Then select Request and Finish

Finish

 Cancel

 Use this form to request transcripts for your college applications. You can  
Any existing transcripts requests for the chosen college application/s will r


 **STEP 2**

Add Applications Request Transcripts

**What type of transcript are you requesting?**

Initial

**Where are you sending the transcript/s?**

 California State Polytechnic University, Pomona

**Request and Finish**

## Final Step:

Once you have submitted your request it will take you to this page. Here you would see if you successfully requested your transcript and if your transcript has been sent.

Manage Transcripts Application Milestones Compare Me

\* = extended profile available REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> California State Polytechnic University, Pomona	OTHR	Other November 30	N/A	requested	Initial materials submitted	Unknown	EDIT MORE
<input type="checkbox"/> * California State University-San Bernardino	OTHR	Other February 15	N/A	sent	Initial materials submitted	Unknown	EDIT MORE

College that I'm attending:

Show Me Help

IF YOU HAVE ANY ISSUES OR  
QUESTIONS, PLEASE CONTACT  
YOUR COUNSELOR/AVID/OR  
SENIOR SEMINAR TEACHER

We are all here to help!!!