



Requesting Student Transcript through Naviance

1. Log-in Naviance/Family Connection
2. Select the **Colleges** tab (gray tab)
3. Click the **Transcripts** link, listed in the **Resources** section of the tab (left side of the page)
4. Click **Request transcript** for the type of transcript you are requesting (college app, scholarships or athletics)
5. Enter the necessary information, this will differ based on the destination of the transcript.
6. Click **Request Transcripts**.

Letter of Recommendation Survey in Naviance

If you need a Letter of Recommendation from your counselor, teacher or other SHS staff member:

1. Log-in to Naviance/Family Connection (directions listed above)
2. Select the **About Me** tab
3. Select letter of recommendation survey on the left side of the screen under surveys to take
4. Complete the survey to the best of your ability. The more information you put, the easier it is for a staff member to write you a good letter of recommendation.

Requesting Letter of Recommendation through Naviance from a Teacher

5. Log-in Naviance/Family Connection (directions listed above)
6. Select the **Colleges** tab (gray tab)
7. Click **letter of recommendation**
 - a. NOTE: To request LORs, student MUST have a college in their *College I'm Applying to* List in order to make a request.
8. Click **Add Request**
9. When adding new requests, students should:
 - a. Select teacher dropdown menu
 - b. Select which schools they are requesting a LOR for, or select ALL schools
 - c. Include an optional personalized note (this is highly recommended!)
 - d. Click SAVE!
 - e. You should also speak with your teacher in person to see if they have any questions and to confirm they can write the letter for you

NOTE: Students need to request Letter of Recommendations from a teacher face-to-face before requesting through Naviance **2 or more weeks** before it is due.

- **Be Specific:** Please tell the teacher what college(s) you want to use their letter for.
- Please be sure to update your resume in Naviance and provide your teacher with any other documents (service hours, etc.) that will support them in writing your letter.
- If the letter needs to be mailed it is a nice touch to give the Teacher an addressed and stamped envelope (on rare cases a will letter need to be mailed for a college application. This is more common for scholarship applications)
- Complete the Letter of Recommendation Survey in Naviance

Requesting Letter of Recommendation through Naviance from a Counselor

Students typically only need a letter of recommendation from their school counselor for the following reasons:

1. If you are applying to a Common App School (example: University of Portland, Pacific University, or Linfield)
2. Scholarship
3. For a job if they require one

Students do not need a letter of recommendation from their school counselor for the following reasons:

1. You are applying to a state school (example: Portland State University, Eastern Oregon, Western Oregon, Southern Oregon, OIT, OSU)
2. You are applying to a Community College (example: Portland Community College)

If you meet the criteria for needing a letter of recommendation from your school counselor, you must complete the following:

1. Email your counselor and let them know the following info:
 - a. Where you are applying or for what scholarship
 - b. When you need the letter by (this should be well in advance of the application deadline)
 - c. and to let your counselor know that you've completed the Letter of Recommendation Survey in Naviance

NOTE: Students need to request Letter of Recommendations from a counselor face-to-face before requesting through Naviance **2 or more weeks** before it is due.

- **Be Specific:** Please tell your counselor what college(s) you want to use their letter for.
- Please be sure to update your resume in Naviance and provide your teacher with any other documents (service hours, etc.) that will support them in writing your letter.
- If the letter needs to be mailed it is a nice touch to give your counselor an addressed and stamped envelope (on rare cases a letter need to be mailed for a college application. This is more common for scholarship applications).

Match Naviance with the Common Application

1. Create Common Application account (if not done already) <https://www.commonapp.org/>
2. Log-in Naviance/Family Connection (directions listed above)
3. Select the **Colleges** tab (gray tab)
4. Click **Colleges I'm Applying To** (blue link)
5. Complete **Step 1** and **Step 2** in the blue box "Common App Account Matching"
6. In Naviance enter **Common App Email Address** and **Date of Birth** and click "match"

Add Colleges to the list (colleges/universities you are planning to apply to)

1. Log-in Naviance/Family Connection (directions listed above)
 2. Select the **Colleges** tab (gray tab)
 3. Click **Colleges I'm Applying To** (blue link)
 4. Click **+add colleges to this list**
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