

REQUESTING LETTERS OF RECOMMENDATION & TRANSCRIPTS

Cost: \$2 per official transcript. There will be no charge for one final transcript.

Counselor recommendation letters & school reports: Must request a minimum of 2 school weeks in advance in addition to submitting a **Student Profile Sheet**. (Found on KMHS Counseling website on the "Forms" tab)

How do I log-in to Naviance?


<https://tinyurl.com/CCSDNaviance> or
Go to KMHS website then Find it Fast
(top right)

From HOME: Use your CCSD Office 365 user name and password

From a SCHOOL computer: Automatically logged in

How to Request a Transcript for College Applications, NCAA, NAIA, Scholarships

Step-by-step Naviance instructions on page 2.

- 1) **Add requests in Naviance for colleges only.** NCAA, NAIA, scholarships - skip to step 2. *For Common Application schools* 
- 2) **Submit your request via MyPaymentsPlus for each college or scholarship and pay transcript fee.** If you need a school report or counselor recommendation, indicate that in MyPaymentsPlus. You must also submit your Student Profile Sheet to your counselor. Find it on the Counseling website under Forms. (Senior Survey = Student Profile Sheet)

Applying to Colleges Through COMMON APPLICATION?

Step-by-step Naviance instructions on page 2.

- Use your personal email address in Common App, **NOT** your Cobb student email.
- Do NOT request recommendations through the Common App portal!
- You MUST "match" your Common App and Naviance accounts plus complete FERPA.
- Submit your request via MyPaymentsPlus for each college and pay transcript fee. You must also submit your Student Profile Sheet to your counselor.

Teacher Recommendations (must use Naviance for Common App)

Step-by-step Naviance instructions on page 2.

- 1) Always ask teachers prior to entering their email address in any portal!
- 2) Check with teacher(s) regarding their request process, deadline, and if they will write a rec. Provide teacher with Student Profile Sheet and any other requested information.
- 3) Follow-up with teacher that they received the request to complete your rec.
- 4) Important: In Naviance, assign teachers to specific schools, not "All Applications." Colleges limit the number of recs that can be submitted.

Counselor Recommendations and School Reports

- Submit your request via MyPaymentsPlus a *minimum of 2 school weeks before deadline*.
- For college applications, remember to add college in Naviance. If applying via Common App, add to your Common App account.
- Email counselor your Student Profile Sheet for recommendation letter or school report.

DETAILED STEPS

Applying to Colleges via Common App? 1st: “Match” your Naviance and Common App accounts AND complete the FERPA waiver!

Do NOT request Transcripts or Letters or Recommendation through your Common App account.

- Create your [Common App](#) account. Do NOT use your CCSD email address. Use your personal email address.
- Go to your Naviance account. On the homepage go to “Colleges” then “Colleges I’m Applying To”
- Click “**Match Accounts**” on the top right of the page and follow prompts to complete matching your accounts. After matching, you should see the colleges you added in Common App.
- Once matched, on the “Colleges I’m Applying To” page, click on “**Complete your FERPA waiver on Common App**” and follow the prompts.
- *You must add your colleges in Common App before requesting teacher recommendations in Naviance.* Go to “College Search” tab in Common App to add. This step is also required for counselors to send your transcript and complete your Common App School Report. (Counselor will need your Student Profile Sheet).

****You MUST also submit your transcript request through MyPaymentsPlus or it will not be processed.****

Requesting Transcripts for Colleges in Naviance (NON-Common App schools)

On your Naviance home page go to “Colleges” then “Colleges I’m Applying To”

► **If the college you are requesting a transcript for is NOT already listed on that page:**

- Click on the BLUE circle with plus icon to add a transcript request
- Search for the name of the school by typing in the name and selecting the correct college
- Select your App Type
- **IMPORTANT:** select how you will submit your application (e.g. Common App, Direct to Institution)
 - **Direct to Institution** = if the application is NOT through Common Application
 - **If a college has a Common Application option BUT you are NOT applying via Common Application, you MUST select “Direct to Institution.”** Otherwise the college will not receive your transcript
- Answer the SAT/ACT question
- Indicate if you have submitted your application, select “**Add and Request Transcript**”, select type of transcript, click “**Request and Finish**”

► **If the college IS already listed on that page:**

- Check box in front of name of college
- Click on “+Request Transcripts.” Follow prompts and select “Request and Finish”

****You MUST also submit your transcript request through MyPaymentsPlus or it will not be processed.****

Requesting Teacher Letters of Recommendation in Naviance for College Applications

- **Already added your transcript request?** Click on “Colleges” then “Letters of Recommendation.” Follow steps below
- **Have NOT added your transcript request yet?** Click on “Colleges” then “Colleges I’m Applying To” and add your transcript request. Scroll to the bottom of the page and click the link to the “Letters of Recommendation” and follow steps below.

Steps:

- Select “Add Request” to submit a new request to a teacher
- Select a teacher from the drop-down list
- Select which college the request is for. (Do NOT select all colleges)
- Include a personal note and select “Submit Request”