

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
Find it Fast (top right)

From HOME: Log-in using 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. (Senior Survey = Student Profile Sheet)

Applying to Colleges Through COMMON APPLICATION?

Step-by-step Naviance instructions on page 2.

- **Do NOT request recommendations through the Common App portal!**
- **You MUST “match” your Common App and Naviance accounts.** View this short video with instructions <https://bit.ly/matchca>
- **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)

Naviance steps 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.” Some colleges limit the number of recs that can be submitted; only request from the allowed number of teachers.

Counselor Recommendations and School Reports

- Submit your request via MyPaymentsPlus a *minimum of 2 school weeks before deadline.*
⇒ If your rec or school report does not require a transcript, contact your counselor via email.
- 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!

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

View this video for step-by-step instructions: Common App Account Matching <https://bit.ly/matchca>

- Create your [Common App](#) account. *Do NOT use your CCSD email address. Use a personal email address.*
- Go to "Common App" tab: complete Profile, Family, & Education info in Common App tab.
- Go to "College Search" tab and add at least one college you are applying to.
- Go to "My Colleges" tab, select a college on your list, then click on "Recommenders and FERPA"
- **Click "Complete Release Authorization." Read/follow the prompts to complete it.**
- Once you have completed these steps, go to your Naviance account. On the homepage select "Colleges" then "Colleges I'm Applying to".
- Click the pink button "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.
- Now you can request teacher recs via Naviance.

*****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 home page click on "Colleges I'm Applying To"

► If the college you are requesting a transcript for is NOT showing 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. Ex: Coalition, GAfutures, the college has their own application on their website.
 - *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?** Go directly to the Colleges tab, select "Letters of Recommendation"
- **Have not added your transcript request yet?** Go to "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"