

Naviance
Requesting Transcripts and Teacher Recommendations
<http://connection.naviance.com/acarroll>

****If you applied to a school using the Common App, follow these directions to request a transcript:**

1. Log into your Naviance account.
2. Click on the *Colleges* tab.
3. Click *Colleges I'm Applying To*.
4. Complete the steps in the "Common App Account Matching" box
5. Enter Common App email address and click "match".
6. Click *Request Transcript*.
7. Click *Lookup* and *Add College*.
***MAKE SURE YOU CHOOSE THE CORRECT CAMPUS!**
8. Click *Request Transcript* button.

If you did NOT use the Common App, follow these directions to request a transcript:

1. Log into your Naviance account.
2. Click on the *Colleges* tab.
3. Click *Colleges I'm Applying To*.
4. Skip the blue "Common App Account Matching" box.
5. Click *Request Transcript*.
6. Click *Lookup* and *Add College*.
***MAKE SURE YOU CHOOSE THE CORRECT CAMPUS!**
7. Click *Request Transcript* button.

To request a letter of recommendation:

1. From the Colleges tab in Family Connection, students will click on a new link under the My Colleges section, titled Letters of Recommendation.
2. On the recommendation request page, students will click on the blue Add Request button to submit their requests, one teacher at a time.
3. Step 1: The student should select a teacher from the drop-down list. It is important to note that teachers will only be available in this drop-down list if they have been added to Naviance, given a user account, and had the box checked to appear in this teacher drop-down list. If the teacher is missing from the drop-down list, students should contact a school staff member.
4. Step 2: Student should review the colleges listed directly from the colleges I'm applying to list and check one or more boxes to indicate where the teacher should be sending the letter of recommendation.

5. Step 3: Students can add a personal note (up to 3000 characters) to the teacher, highlighting any important aspects of their applications (such as first choice schools, early decision applications, intended major or degree of study), that they may want the teacher to consider when writing a letter of recommendation.

6. Students should click the Save button at the bottom of the screen which returns them to their recommendation status page. At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.

7. From here, he or she will see the status for all Teacher Recommendations requests that have been made.

****Please Note: We are unable to send out transcripts without a Parent Signature Form on file and a paper Transcript Request Form for each school.***

Username : ac2018xxxx (Student ID Number – NOT an email)

Password: patriot2018 **You are encouraged to change your password.