

SOUTH RIVER HIGH SCHOOL TRANSCRIPT CHECKLIST

Student Name: _____ Student ID # _____ Date: _____ Counselor: _____



- I have completed the **Senior Questionnaire for Recommendation Letters** in **Naviance/FamilyConnection** or have attached a Personal Resume
- I have created a **Common Application** account I have Completed the **Common App Match** on Naviance
- I have signed the **FERPA Waiver** on the Common Application I have created a **Coalition Account** (*see note on back*)
- Listed all my schools on my Naviance/FamilyConnection list **AND** added my schools to the Common Application and/or Coalition Application Colleges list

Name and Address of Organization Requiring Transcript	Application Deadline	Transcript (circle one)	Counselor Letter Recommendation (circle one)	Additional Forms Attached? (circle one)
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				
_____	_____	Yes / No	Yes / No	Yes / No
Name/Address of College, Scholarship, Internship or other Organization				

Yes I Understand That...

Transcript Requests cannot be processed unless a SIGNED Release of Records Form is on file.

Requests may only be processed WITH PAYMENT of required fees.

REQUESTS MUST BE TURNED IN AT LEAST 15 WORKING DAYS AHEAD OF DEADLINE FOR TRANSCRIPTS WITH LETTERS OF RECOMMENDATION.

Forms and Payments MUST be HANDED to the SCHOOL REGISTRAR ONLY.

For Office Use Only

Payment of \$2.00 per transcript is attached Total Amount Paid: \$ _____ Cash / Check # _____

Date Received _____ Date to Counselor _____ Date Submitted _____ Receipt Confirmed _____

Transcript and Counselor Materials Processing Procedures

In order to process your request for transcripts, letters of recommendation and counselor forms for your college applications, you must have completed the following steps:

- Turn in the **Release of Records** form **SIGNED** by your parent
(required for your very first transcript request – not needed for additional requests later on)
- Make sure that your **Senior Questionnaire for Recommendation Letters** is complete
(on Naviance, About Me page)

➤ **REQUIRED for ALL College Applications:**

1. Log-in to your **Naviance/FamilyConnection** account
2. On the Colleges page, go to **Colleges I Am Applying To**, in the green box, click the link www.CommonApp.org
3. At the Common App site, **Create an Account** (or sign in to your existing account)
4. Under the Common App tab, complete the **Education** section (green check = complete)
5. Add at least **ONE** college to the list under the **My Colleges** tab (add more as needed)
6. In the **My Colleges** list, choose a college, then click the link to **Assign Recommenders**
7. Complete the **FERPA Release Authorization** (be sure to mark **ALL** sections carefully)
8. In Naviance, on the Colleges page, select “colleges I am applying to.” Complete the **Common App Match**

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- **Special Instructions for the Coalition Application:** on **Attaching Documents** page – check the box
“I will be sending my Grades separately and acknowledge that it is my responsibility to ensure that it is received...” **DO NOT USE COALITION TO SEND TRANSCRIPTS OR LETTERS OR RECOMMENDATION**

➤ **Review the list of colleges that you are applying to:**

- a) Be sure that **ALL** the schools you are applying to are on your Naviance Colleges list
(add more as needed)
- b) On Naviance, in the column **Applying Via Common App** – mark Yes or No
OR submit “direct to institution”

➤ **If you need teacher letters of recommendation:**

- On **Naviance/FamilyConnection**, in the **Colleges I Am Applying To** section, add request under the **Teacher Recommendations** section
(be sure to write the teacher(s) a note, with specific instructions if needed, **AND** say Thank You)
- **Go to the teacher IN PERSON** to ask nicely

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Requests may only be processed **WITH PAYMENT** of required fees.

Allow at least **15 WORKING DAYS AHEAD OF DEADLINE** for processing transcripts with Letters of Recommendation.

Forms and Payments MUST be HANDED to the SCHOOL REGISTRAR ONLY.