

Centaurus High School Transcript Request



Print Student Name: _____

Centaurus Transcript Process Step-By-Step

All transcripts requested must be in your list of "Colleges I'm Applying to" page in Naviance.


If you haven't done that; in Naviance go to the COLLEGES tab and then click on "Colleges I'm Applying to" link – enter colleges for which you are ordering transcripts. You can also move colleges from your list of "Colleges I'm thinking about" to "Colleges I'm Applying to".

✓ **Notice the "delivery type" logo to the right of the college name.**

- If you are sending documents electronically ( or ), you must complete the Privacy notice by clicking "yes, I do waive my right to access...", and click the FERPA consent.
- For the common application you must also enter your common app user name and password so that your school documents can be matched to your common application.

 **Blue computer icon = electronic transcript (eDoc) will be sent through Naviance**

- On the "Colleges I'm Applying to" page –Once you request a transcript using this form, it will be uploaded into Naviance by the Registrar and sent by your counselor to the schools listed below.
- If you have letters of recommendation to send also, make sure they are uploaded to Naviance so it can all be sent together.

 **Blue computer icon with CA = Common Application school.**




- Transcript will be sent electronically through Naviance.
- The Common App requires that all pieces of the application be sent together – transcript, teacher recommendation, and the Secondary School report. Therefore, your transcript will be sent only when your teacher(s) and counselor have completed their letters of recommendation.

 **Red stamp icon = paper transcript will be mailed to the college**

✓ **Number of Official Transcripts Requested _____ (each transcript is \$2.00)**

Please Note:

All payments for transcripts are made through the Treasurer's Office. After you have paid for your transcripts, return the form to the Registrar for processing.

	 eDoc	 Common App	 Paper
✓ College/Scholarship/Personal			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Transcript request Processed:

Electronic documentation sent:

Registrar

Date

Counselor

Date