

MVHS TRANSCRIPT REQUEST FORM

LAST NAME (please print) _____

FIRST NAME _____

MVHS ID Number _____

STUDENT CELL PHONE # _____

Parent's signature (Student's signature if already 18 yrs. old) _____

ALL TASKS BELOW MUST BE COMPLETED PRIOR TO SUBMITTING A TRANSCRIPT REQUEST FORM:






















_____ I completed the application for each school. *Applications must be submitted before transcripts are sent.*

_____ I requested my transcripts through the Naviance Family Connection.
 (If you already sent your initial transcript to a college, do NOT reenter a transcript request into Naviance if you are sending a midyear transcript)

****Note:** To protect students' privacy MVHS does NOT send ACT/SAT scores. It is the student's responsibility to make sure the appropriate score(s) are sent to each institution. ACT- www.actstudent.org SAT- www.collegeboard.com

****PLEASE ALLOW 10 SCHOOL DAYS FOR THE PROCESSING AND MAILINGS OF THIS TRANSCRIPT REQUEST during heavy deadline periods (e.g. Oct. 15th, Nov. 1st, Nov. 15th, Dec. 1st, Dec. 15th, Jan.1st).**

SEND OFFICIAL TRANSCRIPTS TO:

College/University	Check the symbol in Naviance!! (Circle one for each app)			Deadline Date	Forms to be completed by Counselor (check & provide a copy of all that apply)
	Online (non-CA)	Common App (CA)	Mail (need envelope & stamps)		
					<input type="checkbox"/> Secondary School Report(counselor page) <input type="checkbox"/> Midyear transcript Other: _____
					<input type="checkbox"/> Secondary School Report(counselor page) <input type="checkbox"/> Midyear transcript Other: _____
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					<input type="checkbox"/> Secondary School Report(counselor page) <input type="checkbox"/> Midyear transcript Other: _____
					<input type="checkbox"/> Secondary School Report(counselor page) <input type="checkbox"/> Midyear transcript Other: _____

For Office Use Only:

Date Received: _____ Processed By: _____ Date Submitted: _____ Submitted via Electronic or Mail _____

HOW TO REQUEST TRANSCRIPTS USING NAVIANCE FAMILY CONNECTION

Please note: To prevent the chance of a college/university misplacing your transcript, you **MUST** complete your application for the school you are applying to **BEFORE** you request your transcript to be sent. This is required for **ALL** colleges and universities. Also, to determine which format to send your transcript, look up each college in Naviance Family Connection and look for the icons below:

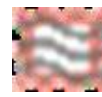
Online/Electronically Submitted
(**NOT** through commonapp.org)



The Common Application
(through commonapp.org)



By Mail/Paper Application



STEP 1: Complete the online or paper application for your college/university and submit the application. Print out supporting documents if applicable. **OR** Fully complete the Common Application online for your college/university (including all essays and supplements) at commonapp.org.

STEP 2: FOR **INITIAL COLLEGE** TRANSCRIPT REQUESTS



- Login to Naviance Family Connection from the MVHS website or <http://connection.naviance.com/mvhsvhs> using the student's full school email address and password. The computer network ID and password can be found in Home Access Center by clicking on Home → "School Links" tab → "Add'l Student Information"). Please see your class house secretary if you are having trouble login in.
 - Select the *Colleges* Tab, then select the link "Colleges I'm Applying to"
 - Select "+ add to this list," then select each school you are applying to and add to the list. This can be done by selecting from the pre-made list, or searching by school name. Look for the icon next to your colleges' names to verify the preferred method of receiving transcripts. Click "Update."
 - **Check the "REQUEST" box to request a transcript be sent.**
- Complete the transcript request form on the reverse side & submit it to your class house secretary.
 - Also, bring any supporting documents that you've printed (typically called "secondary school" or "counselor" reports, etc...) and self-seal envelopes/stamps (bring stamps separately for us to apply more in case they're needed) for applications that need to be mailed. **Your transcript request is NOT considered received until we have the completed request form on the other side of this sheet along with all the necessary forms, envelopes and stamps attached to your request.**
 - If you require a letter of recommendation from your counselor, schedule a meeting with your counselor and bring a completed Letter of Recommendation Form.
 - Provide teachers with envelopes and stamps if they are writing letters of recommendation for you. (not needed if completed through "Common App.")
- FOR MIDYEAR TRANSCRIPTS.....** If you already sent your initial transcript to a college and are requesting that a midyear transcript be sent, do NOT reenter a transcript request into Naviance. Simply fill out the other side of this form, circle the appropriate delivery icon, and check midyear transcript in the right column. Turn this into the Senior House.