



Ben Davis High School

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How to request transcripts and letters of recommendation in Naviance

Ben Davis High School is now using Naviance Family Connection as part of the college application process for seniors. We are excited to begin using this tool that will allow us to streamline the preparation and submission of application materials electronically. *The following process will ensure your transcripts & supporting documents are sent to colleges to which you have applied. Your application to the college or university is completed at their website.*

1) Identify all colleges to which you are applying

- a) Click on the *Colleges* tab in Naviance
- b) Click on *Colleges I am Applying to*
- c) Click on *lookup* and search for your college
- d) Click on the college name, then click on the *add colleges* button at the bottom
- e) Repeat the steps to add additional colleges

2) Request all required documents

Step one must be complete before you can make document requests.

- a) **Transcripts** Under the *colleges I am applying to* link in Naviance, click on the *request transcripts* link. This request will automatically trigger the collection and submission of additional documents including the school profile and the counselor recommendation.
- b) Check the *add request* box under the college name
- c) Click on the *request transcripts* button at the bottom of the screen

3) Teacher Recommendations

*Always talk to your teachers in person before you request the letter of recommendation & academic evaluation. Be prepared to give them a resume or summary of your activities and accomplishments. Always provide as much notice as possible.

- a) Under the *colleges I am applying to* link in Naviance, under the *teacher recommendations* heading, click on *add/cancel requests*.
- b) Select the teacher(s) from the pull down menu
- c) Enter a personal note to the teacher, formally requesting the recommendation and thanking them for their time.
- d) You can monitor the status of all requests by checking the status under the teacher recommendations section. Once requested the status will be 'in progress' until it is officially submitted to the college. If in progress is still showing and your deadline is approaching, politely remind your recommender of your request.

4) Indicate in Naviance when you submit your applications.

*It is important that you keep your counselor and recommenders informed about when you submit your college applications, or if you change your mind about a specific college.

- a) In the *colleges I'm applying to* link, click on the *have you applied* link for any of the schools.
- b) For those colleges for which you have submitted check the box that says *I have submitted*.
- c) Click on the *update applications* button on the bottom of the screen.

