

Naviance Request a Transcript

Login to Naviance- <https://student.naviance.com/clearviewtx>

Username- School ID

Password- Lunch Pin (with leading zeros)

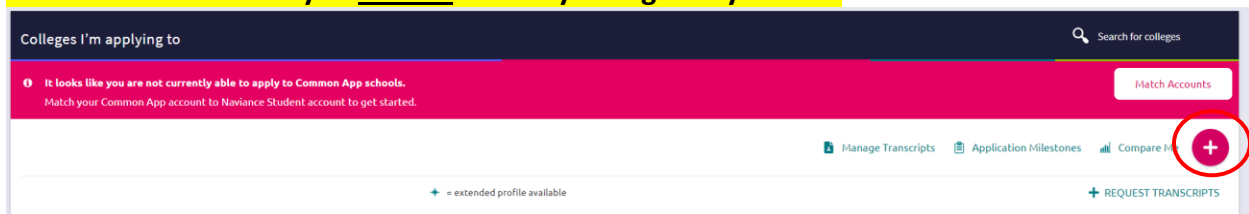
Click on Colleges

Click on Colleges I'm applying to



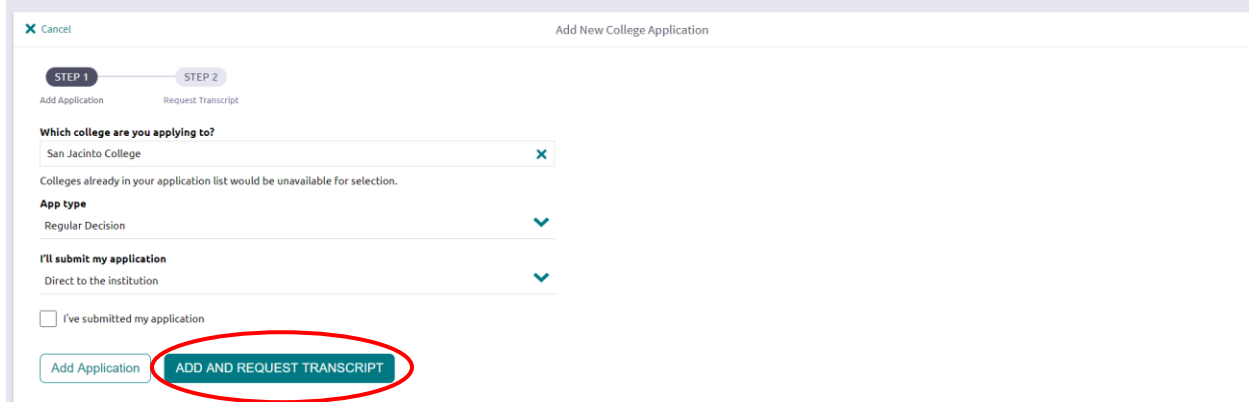
IF NO COLLEGES IN THE SYSTEM

Click the Pink Plus + if you do not have any colleges in your list.



Add the College you are Applying to, the App Type, along with checking the "I've Submitted my Application" (if you have applied)

Click the Add and Request Transcript Button



Reverse for more Instructions.

**Check the Initial Button.
Click Request and Finish.**

Cancel Add New College Application

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

STEP 1 Add Application STEP 2 Request Transcript

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

San Jacinto College

Request and Finish

➡ IF COLLEGES IN THE SYSTEM

Click the + Request Transcript

Colleges I'm applying to Search for colleges

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started. Match Accounts

Manage Transcripts Application Milestones Compare Me +

+ = extended profile available

+ REQUEST TRANSCRIPTS

Click the Initial Transcript Tab

**Choose the college that you want the transcript to be sent to
Click Request and Finish.**

Cancel Request College Application Transcript

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later using Add Transcript Request from your application list. Any existing transcripts requests for the chosen college application/s will not be undone. You can check the status of any transcript request in Manage Transcripts.

What type of transcript are you requesting?

Initial

Where are you sending the transcript/s?

No Preference

Request and Finish