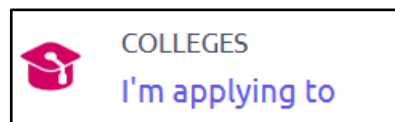


Order a Transcript FOR A SCHOLARSHIP

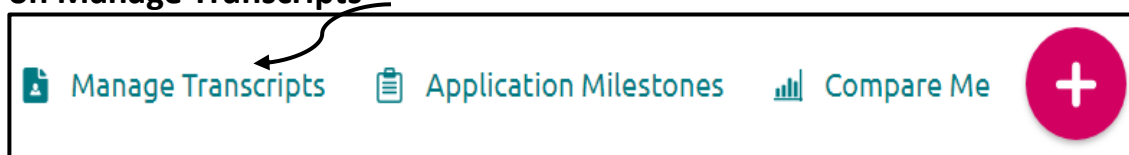
A SCHOLARSHIP TRACKING FORM NEEDS TO BE COMPLETED TO FINALIZE YOUR REQUEST
The forms are available in the CCC, are on the webpage, and have been emailed to your Naviance.

STEPS TO ORDER A TRANSCRIPT IN NAVIANCE STUDENT FOR A SCHOLARSHIP

- In Naviance click on "Colleges I am Applying To"



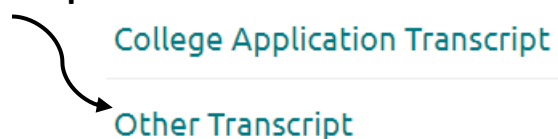
- Next click on Manage Transcripts



- Now you will see a screen that shows all the transcripts you have ordered this year. Click on the add symbol.



- Now you will see 2 choices, choose "Other Transcript"



- Now you will see several questions to answer about the scholarship. Make sure you give us all the information you have regarding the mailing address or email address for the scholarship.
- Make sure to finalize your order by clicking on Request and Finish.

