Kell Senior Transcript Request

*It takes at least 24-48 hours (regular school days) to process all requests and to verify Part 1 & Part 2 are **complete** and **match,** before transcript will be sent to the college requested. If there is an error when entering information, student will be contacted to make corrections. Please do NOT email the counseling department asking about the status of transcript requests. This delays our response time for all requests.*

Part 1: Naviance (this must be completed by the student PRIOR to paying for the transcript)

Step 1: Add every college you are interested in applying to **"Colleges I'm Thinking About"** List

<u>Searching & adding colleges that FIT you:</u>

-Use the Search for Colleges or College Lookup options to find colleges

-Complete *SuperMatch*

-**Favorite** each college you plan to apply to "Colleges I'm thinking About" List

-Click on the Heart Symbol next to the name of the college you are interested in to add to your colleges "I'm thinking about"

Colleges I'm thinking about

Search for colleges

+ Add Colleges to List   📊 Compare Me

🔲 UPDATE INTEREST   🔲 MOVE TO APPLICATION LIST   🗑 REMOVE   ✦ = extended profile available

	College	Delivery type ⓘ	Added By	Expected Difficulty*	Application Deadlines	Interest		
☐	✦ Chattahoochee Technical College	🖥	Student	N/A	N/A	N/A	⌄	MORE ⋮
☐	✦ University of Georgia	CA	Student	N/A	Multiple Deadlines ⌄	N/A	⌄	MORE ⋮
☐	✦ Kennesaw State University	🖥	Student	N/A	Multiple Deadlines ⌄	N/A	⌄	MORE ⋮

Step 2: Move colleges from "Colleges I'm Thinking about" to **"Colleges I'm Applying to"**

a. VERIFY the application deadline for each college

b. CHOOSE if you applied via *Common App* or *directly to the institution* (this is very important to be accurate)

STEP 1 ———— STEP 2
Add Applications   Request Transcripts

Chattahoochee Technical College	University of Georgia	Kennesaw State University
Which application deadline do you prefer?	**Which application deadline do you prefer?**	**Which application deadline do you prefer?**
Rolling ⌄	Regular Decision January 1 ⌄	Regular Decision June 1 ⌄
How will you submit your application?	**How will you submit your application?**	**How will you submit your application?**
Direct to the institution ⌄	Via Common App ⌄	Direct to the institution ⌄
☐ I've already sent my application	☐ I've already sent my application	☐ I've already sent my application

Add Applications   ADD AND REQUEST TRANSCRIPTS

Part 2: Pay $2 per transcript in person at the Counseling Office OR in **MyPaymentsPlus**

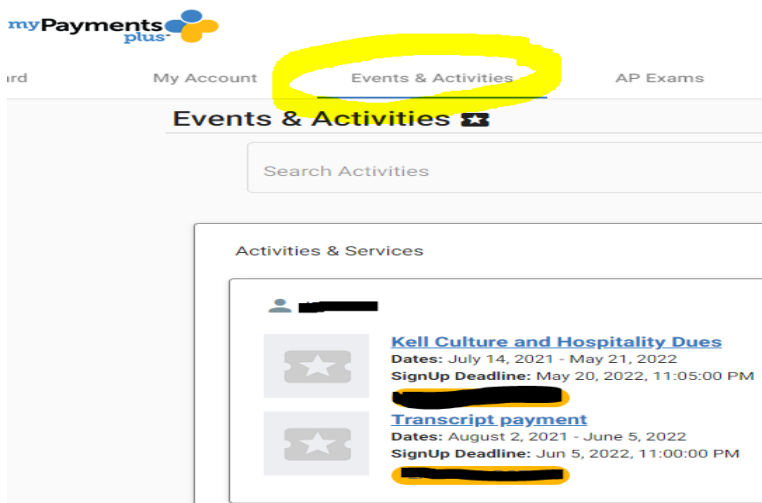> *Part 1 in Naviance must be complete before paying for transcripts*

It takes at least 24-48 hours (regular school days) to process all requests and verify Part 1 & Part 2 steps are complete and match, before transcript will be sent to the college requested. If there is an error when entering information, student will be contacted to make corrections. Please do NOT email the counseling department asking about the status of transcript requests. This delays our response time for all requests.

-Click on **Events & Activities**

-Choose **Transcript payment**

-Identify the **quantity** of transcripts you are requesting

-Complete the form to MATCH the **deadlines and submission type** from your Naviance account colleges "I'm applying to"

NOTE: Kell High School does not submit ACT or SAT scores to any college. If you need to send your ACT and/or SAT test scores to a college, it must be requested through your student ACT.org or CollegeBoard account.

Naviance Student Login

Step 1- Kell High School website or Cobb County School District website

Step 2- Click on **"FIND IT FAST"**
Top right-hand corner of page
Step 3- Choose **"Naviance"**

If necessary, use **Student Office 365 credentials to login to Naviance