Step 4: Track Submission Status in Naviance

Tracking Transcript & App Materials Status
1. Go to Colleges I’m Applying To List
2. Check the Transcript column to review when a counselor has submitted a transcript
   - The transcript column will say ‘sent’ if the transcript has been sent
3. Check the Office Materials column to review when a staff member has indicated that all materials have been sent for that application
4. The Office Materials column will say ‘submitted’ if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

Tracking LOR Status
1. Go to Colleges I’m Applying To List
2. Select Letters of Recommendation at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR

<table>
<thead>
<tr>
<th>College</th>
<th>Type</th>
<th>Deadline</th>
<th>Expected Difficulty</th>
<th>Transcripts</th>
<th>Office materials</th>
<th>Submission Status</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>of Central Florida</td>
<td>RD</td>
<td>Regular</td>
<td>N/A</td>
<td>requested</td>
<td>Pending</td>
<td>Submitted</td>
<td>Accepted</td>
</tr>
<tr>
<td>DocUide</td>
<td>RD</td>
<td>Regular</td>
<td>Apr 1 Decision</td>
<td>Final sent</td>
<td>Final sent</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>
Check Transcript Request Status

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent.

How do I request more transcripts?

Select Request Transcripts.

How do I know if my counselor has submitted everything I need for an application?

If the Office Materials column says “submitted”, this means all necessary materials from your school have been sent.