

Requesting Transcripts in Naviance Family Connection

1. Login to Family Connection using a student account.
2. Select the **Colleges** tab in Family Connection.
3. Click the **Transcripts** link, listed in the “Resources” section on the left side of the screen.
4. Click **Request Transcripts** for the type of transcript you are requesting. (*If your prospective colleges are not already listed as Current Applications when using the “Request Transcripts for College Applications,” see the instructions below.)
5. Enter the necessary information. This will differ based on the destination of the transcript.
6. Click **Request Transcripts**.

REQUEST Final Transcripts

Current Applications

Below is a list of the applications already in your list. If you have already requested a transcript for an application, it will not appear in the list below. Please click "add request" to request a transcript for an application.

add request Dallas Baptist University

New Applications

Use the area below if you would like to request transcripts for colleges that are not already in your list of applications.

Type	College
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup
Regular Decision	(click lookup) :: lookup

Cancel Request Transcripts

Check the box “add request” for the schools where you would like your transcript sent and then click Request Transcripts at the bottom of the screen.

*Colleges will not appear on the Transcript Request page until they are moved to your “colleges I’m applying to” list using the following steps:

1. Go to “**colleges I’m thinking about.**”
2. Check the box on the left beside each college where you need to send a transcript.
3. Click **Move to Application List.**
4. On the next screen, you’ll have an opportunity to check a box for “request,” which will submit your transcript request at that point; or you can leave the box empty and go back to the Request Transcripts page later.

NOTE: Remember to request your test scores from collegeboard.com (SAT) or actstudent.org (ACT) for each university or college where you are making application.