

Transcript Request Process

Montgomery Blair High School
2017-2018

Transcript Request Deadlines

College transcript requests should be submitted at least one calendar month (30 days) prior to an application deadline. The **first** day the Registrar's Office will accept transcript requests is **Monday, September 18th**.

College Application Deadline	Deadline To Request A Transcript
October 15 th	September 22nd
November 1 st	September 29 th
December 1 st	November 3rd
January 1 st	December 1st
February 1 st	December 21st

Steps for Requesting a Transcript & Recommendation Letter

Blair is able to send electronic transcripts to colleges and universities. Students will make transcript requests electronically via Naviance/Family Connections + submit the transcript request form to the Registrar. The Registrar sends transcripts and letters of recommendation electronically and will mail those for colleges that do not accept transcripts electronically. Keep in mind that you can request transcripts all at once or one at a time.

Step 1	<p><u>Complete your Trailblazer documents</u></p> <p>This must be completed prior to submitting requests for transcripts. Your completed Trailblazer packet will assist your counselor in writing a recommendation letter. These documents include: (1) The Student Self Evaluation Survey, (2) The Resume, (3) The Parent Questionnaire, (4) The Authorization to Release Information Form, (5) Blue Teacher Checklists, (6) Four-Year Summary of Activities. (SEE PAGE 3 FOR MORE INFO).</p>
Step 2	<p><u>Request to have your SAT and/or ACT scores sent from College Board or ACT</u></p> <ul style="list-style-type: none">▪ To send your SAT score report to colleges, go to www.collegeboard.com. Four SAT score reports can be sent to colleges free with your SAT registration. You will need to pay an \$12.00 fee for any additional reports, or any report made outside of the registration period.▪ To send your ACT score report to colleges, go to www.act.org. Four ACT score reports can be sent to colleges free with your ACT registration. You will need to pay a \$12.00 fee for any additional reports.
Step 3	<p><u>Complete the Request For Transcript Form</u></p> <p>Copies of this form are available at the Registrar's Office window or in the Counseling Office.</p> <ul style="list-style-type: none">▪ Fill in the requested information on the form, including the college address▪ <u>The first time you request a transcript</u>, have your counselor sign the <i>Request for Transcript Form</i> confirming that your <i>Trailblazer</i> documents have been completed.

<p>Step 4</p>	<p><u>Turn in your Request for Transcript Form to the Registrar + Pay the fee</u></p> <ul style="list-style-type: none"> ▪ EACH STUDENT WILL RECEIVE THE FIRST THREE (3) TRANSCRIPTS FOR FREE. After the first 3 transcripts, the cost is <u>\$3 per transcript</u> (for example, if you are applying for 6 colleges, 3 of them will be free and you will pay \$9 for the additional 3). ▪ We will then send a <u>transcript and counselor recommendation letter</u> to your colleges.
<p>Step 5</p>	<p><u>Create a Common App Account + Common App Matching With FERPA</u></p> <ul style="list-style-type: none"> ▪ Log on to Family Connections ▪ Click on the colleges tab ▪ Click on “Colleges I’m Applying To.” You will see a box that says Common App Matching ▪ Click on Step 1 (this will take you to www.commonapp.org) to create your account ▪ Click on Step 2 (this will allow you to complete your FERPA verification) ▪ Once Step 1 and 2 are complete, you will be asked to enter the email address you have entered in Common App and then click the match button. ▪ Remember that your Common App password and Family Connections password should be the same. ▪ <u>IMPORTANT NOTE:</u> If you are applying to a Common App school but you will not use the Common App for that school, you MUST notify the Registrar AND submit an envelope with your transcript request form. See your counselor or the Registrar if you have questions.
<p>Step 6</p>	<p><u>Select The Colleges You Plan to Apply to in Naviance/Family Connections</u></p> <ul style="list-style-type: none"> ▪ Log on to Family Connections (go to www.connection.naviance.com/mbhs OR go to the Blair website Counseling page and click on Naviance/Family Connections for students/parents). ▪ Click on the colleges tab ▪ Click on “Colleges I’m Applying To” ▪ Click on “Add to This List” ▪ Select the type of admissions decision ▪ Click on lookup and select the college name ▪ Click on “Add Colleges” ▪ Repeat and continue to add colleges until you have listed all of the colleges you have submitted a Request for Transcript Form. ▪ Submitting your request form + adding the colleges in Naviance/Family Connections will confirm your transcript request.
<p>Step 7</p>	<p><u>Request Teacher Recommendations in Naviance/Family Connections.</u> Teachers will have the option of sending letters electronically or by mail.</p> <ul style="list-style-type: none"> ▪ Please speak to your teachers in person prior to requesting a recommendation through Family Connections ▪ If your teachers prefer to send a recommendation by mail, you will need to bring them stamped addressed envelopes for all of your colleges ▪ Under the Teacher Recommendation section, click on add/cancel requests ▪ Select each teacher from the drop down on the left (repeat until you have listed all the teachers you want). ▪ You can add a personal note to your teacher thanking them for writing your recommendation ▪ Make sure you click update requests at the bottom of the page before you leave that page

If you have questions about the Transcript Request Process, see your Counselor or the Registrar. If you need access to a computer to enter your transcript request, visit the Career Center or Media Center during lunch or after school to use a computer.

How To Complete Your Trailblazer College/Career Planning Documents

The following items MUST be completed before you will be able to request a Transcript & College Letter of Recommendation.

Student Self-Evaluation Survey (Online)

- Log on to your Family Connection account, go to www.connection.naviance.com/mbhs
If you do not have an account or you do not remember your username/password, go to the Career Center to get your account activated. ➤ Click on the “**About Me**” tab
- Click on “**Trailblazer Student Self Evaluation Survey,**” on the left side of screen, under the heading “**Surveys to Take.**”
- Answer all questions as completely as possible. If a question does not pertain to you, write in N/A. The answers you provide will help guide your counselor as they prepare to write your college letter of recommendation.

Resume (Online)

- Log on to your Family Connection account, go to www.connection.naviance.com/mbhs
If you do not have an account or you do not remember your username/password, go to the Career Center to get your account activated.
- Click on the “**About Me**” tab
- Click on “**Resume,**” under the heading “**Interesting Things About Me.**”
- Fill in the information about you for each section, using the drop-down menu titled “**Add A New Entry.**” Use the “**Tips**” window to the right to assist you in creating your resume. Building a resume will help you and your counselor keep track of your achievements, awards, and activities.
- If you already have a resume, you may print out a copy for your counselor rather than completing the online resume

Parent Questionnaire (Online/Parent Fills Out)

- Log on to your Family Connection account, go to www.connection.naviance.com/mbhs
If you do not have an account or you do not remember your username/password, go to the Career Center to get your account activated. ➤ Click on the “**About Me**” tab
- Click on “**Parent Questionnaire.**” On the left side of screen, under the heading “**Surveys to Take.**”
- Have YOUR PARENT answer all questions as completely as possible. The answers you provide will give your student’s counselor a unique perspective of who they are outside of school.

Authorization to Release Records (For Parent + Student To Sign)

- Complete the requested information on the form and return it to the Registrar’s Office.
- Remember, this form must be completed before MBHS can send anything to any college or university.

Blue Teacher Checklists (Give To Teachers)

- Give the Blue Teacher Checklists to two (2) teachers that will be able to tell us something about you.
- Teachers will return this form directly to your counselor.
- This will allow counselors to have information from teachers about you as a student.

Four-Year Summary of Activities (Form To Fill Out)

- Complete each section of the form to provide information about your school-related and non-school related activities.
- Return the completed form to your counselor