

How to request transcripts and letters of recommendation

1. Log into Naviance (via the Guidance website or student.naviance.com/delawarevhs ...do not just Google “Naviance” or it won’t work!) with your **Student ID number** as your username and **you will need to see your counselor** for your password.
2. Go to the “colleges I’m applying to” tab under my favorites and add each college you are applying to. You can do this by clicking on the **red circle** with the + sign and typing in the name of each school. Please make sure you indicate whether or not you are applying via Common App or directly to the institution – if you do not designate this, it will hold up your transcripts being sent, so please make sure it is accurate. Hit “add application”.
3. Once you go back to the home screen, all of these colleges will be listed. At the top of this list on the right hand side it says “**+ REQUEST TRANSCRIPTS**”. Click on this and you will be able to request either one or multiple transcripts to be sent. In the beginning of the year, you will choose “Initial Transcript”. Once we hit the second semester, you can choose “Mid-Year Transcript”. Please note, we do not have the ability to send your SAT scores. When you are done selecting your schools hit “request and finish” and this will complete the request.
4. To request letters of recommendation, on the “Colleges I’m applying to” screen, scroll down to the “Letters of Recommendation” section. There is a hyper link there to click on which allows you to enter each teacher you wish to request from. Please keep in mind they will want you to complete your brag packet first. This can be found on the home screen under “About Me” – Surveys – Surveys not Started (if you haven’t done one yet). Also, **if you are applying via Common App**, you must let the teachers know to complete the “Teacher Recommendation Form”. They do not know to do this unless you communicate to them that you are applying Common App. In addition, the letter will not be sent if the form is not completed. If you are requesting a counselor recommendation, this cannot be done using the link. Please email or talk to your counselor separately. Once your brag packet is complete we will be happy to do so!