

## How to request transcripts and letters of recommendation

1. Log into Naviance (via the Guidance website or student.naviance.com/delawarevhs) with your **Student ID number** as your username and **you will need to see your counselor** for your password.
2. Go to the Colleges tab at the top and click on “Colleges I’m Applying to”. Add EACH school you plan to send in an application for. You can do this by clicking on **BLUE** circle with the + sign and typing in the name of each school. \*\*\*\*Please make sure you indicate whether 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. You can match up your Naviance account with your Common App account by clicking on “Match Accounts” in the **RED** rectangle towards the upper right-hand side of the screen. Keep in mind, you need to create your CA account first and finish the FERPA section. If you haven’t done this, you won’t be able to match accounts, and thus it will keep the transcripts from being sent.
4. To request transcripts, make sure you are on the “Colleges I’m Applying to” screen. 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.
5. 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. To do this, go to the **BLUE** circle at the top of the screen with your initials. Once this opens the menu, scroll to “Surveys from your School”. 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!