



## Requesting Transcripts *(updated August 11, 2016)*

Students in need of an **official transcript** must now submit requests through the Naviance – Family Connection system.

- Log onto [Naviance Family Connection](#)
- Go to the "**My Colleges**" tab at the top of the page
- Wherever you want the transcripts sent should be listed under "**Colleges I'm Applying To**" (**please do not request transcripts until you have completed your college application**)
- Check the box to the left of the colleges to which you want to apply, then click "**Move To Application List**" (see pulldown below list) OR
- Build a list directly from "**Colleges To Which I Am Applying**" by clicking "**Add Colleges To This List**"
- In the confirmation window, indicate which type of application you are requesting in the drop-down menu
- Click the checkbox to request transcripts for each college
- Click "**Add Application**". *The Counseling Department will process requests electronically upon receipt.*
- After completion of the above, you can now request transcripts by clicking "**Request Transcripts**"
- Click "**Add Request**" for each school you wish to order transcripts
- Finally, scroll to the bottom and click "**Request Transcripts**"
- You can check the status of your transcript request by logging onto Naviance Family Connection and clicking the "**Transcripts**" link on the left. In the Transcripts window, choose "**View Status of All My Transcript Requests**"

Graduates of MCA and former students should request official transcripts using the [Transcript Release Form](#).

If you have questions, please email Mrs. Shields [lisa.shields@fbcit.org](mailto:lisa.shields@fbcit.org)