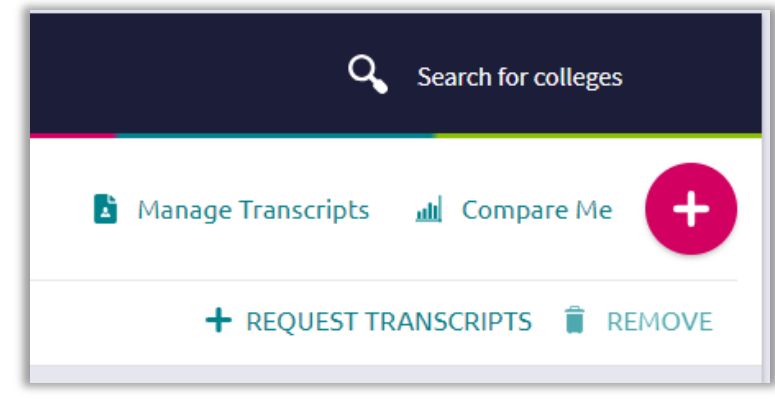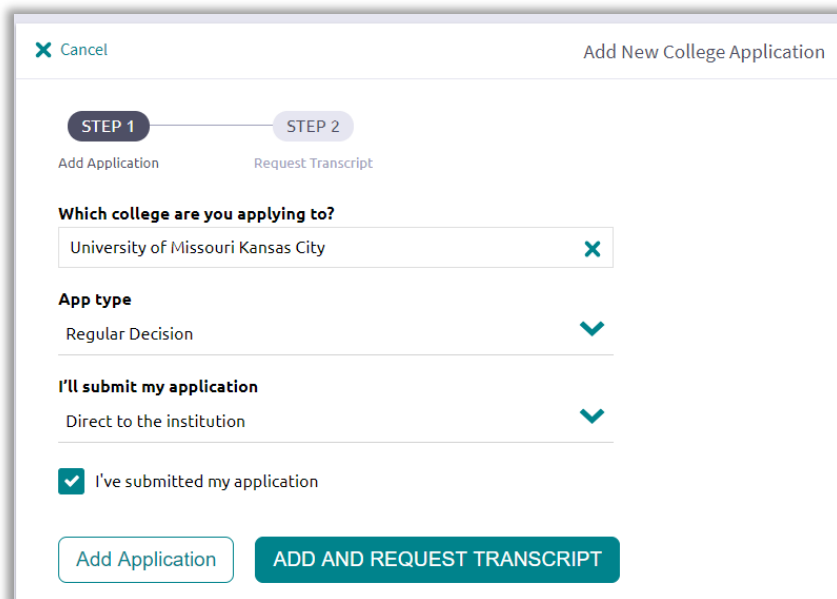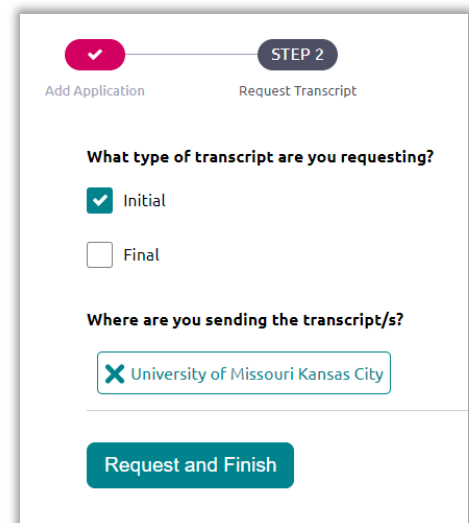# Naviance Student Quick Guide to Requesting Transcripts

1. Go to your high school's Homepage
2. Find the link to Naviance Student (formerly Family Connection) through your high school's Counseling tab:
   a. Lee's Summit High School - https://connection.naviance.com/family-connection/auth/login/?hsid=leeshs
   b. Lee's Summit North High School - https://connection.naviance.com/family-connection/auth/login/?hsid=lsnhs
   c. Lee's Summit West High School - https://connection.naviance.com/family-connection/auth/login/?hsid=lswhs
3. Log in to Naviance Student using your school Username and Password
4. Once logged in, find the "Colleges" tab at the top right of the Naviance Student homepage and click on it
5. Click on "COLLEGES I'm applying to"
6. From here, you may search for schools to add to your list by clicking on the pink "+" button on the right and then typing in the college you want to search for:

7. When you add schools, be sure you do the following:
   1. Complete the required drop downs and check the box to 'ADD AND REQUEST TRANSCRIPT" in Step 1
   2. Check Initial transcript and "REQUEST AND FINISH" to finalize the request in Step 2

Note: If you have previously added colleges you are applying to and did not originally request a transcript, you may do so now by checking the box next to the college and then clicking "+ request transcripts"):

8. Unsure if your transcript has been sent? You may always click on "Manage Transcripts" to see the status of your transcript request. This request is still pending: