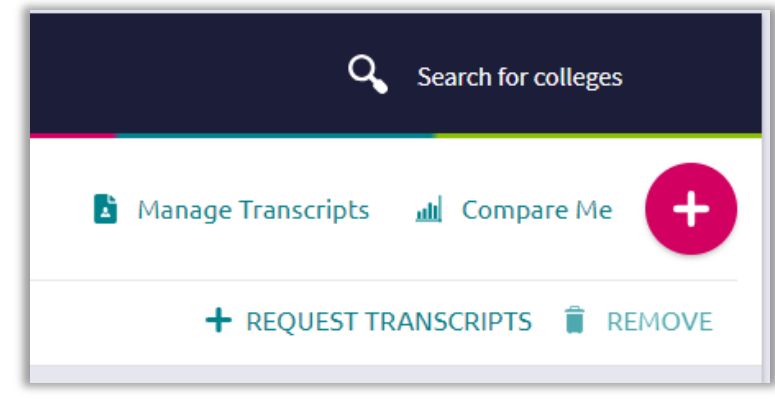
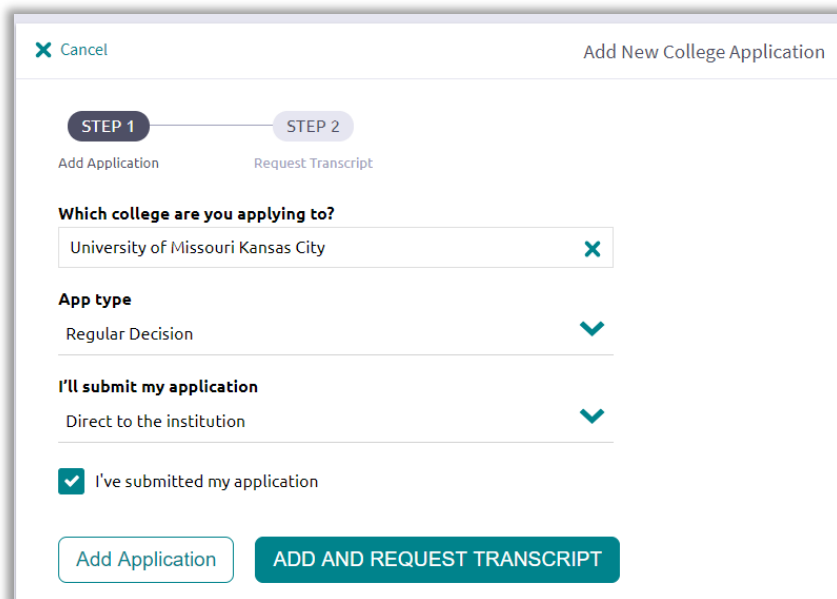
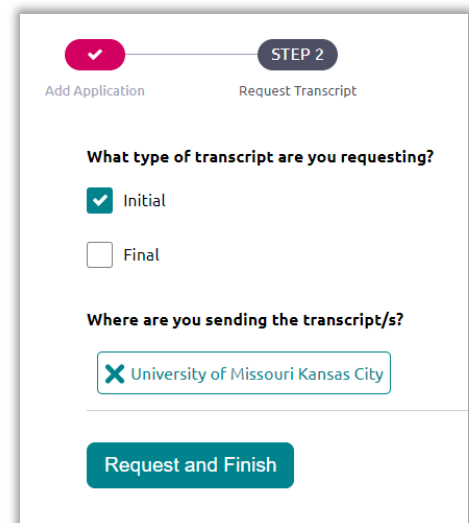


Naviance Student Quick Guide to Requesting Transcripts

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

A screenshot of the "Add New College Application" form, Step 1. The form is titled "Add New College Application" and has a "Cancel" button in the top left. It shows a progress bar with "STEP 1" selected and "STEP 2" next to it. Below the progress bar, there are two sections: "Add Application" and "Request Transcript". The "Add Application" section includes a dropdown menu for "Which college are you applying to?" with "University of Missouri Kansas City" selected, a dropdown for "App type" with "Regular Decision" selected, and a dropdown for "I'll submit my application" with "Direct to the institution" selected. There is a checked checkbox for "I've submitted my application". At the bottom, there are two buttons: "Add Application" and "ADD AND REQUEST TRANSCRIPT".A screenshot of the "Add New College Application" form, Step 2. The form is titled "Add New College Application" and has a "Cancel" button in the top left. It shows a progress bar with "STEP 1" selected and "STEP 2" next to it. Below the progress bar, there are two sections: "Add Application" and "Request Transcript". The "Request Transcript" section includes a dropdown menu for "What type of transcript are you requesting?" with "Initial" selected, a checkbox for "Final" which is unchecked, and a dropdown menu for "Where are you sending the transcript/s?" with "University of Missouri Kansas City" selected. At the bottom, there is a button labeled "Request and Finish".

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”):

Colleges I'm applying to Search for colleges

[Manage Transcripts](#) [Compare Me](#) +

+ = extended profile available + REQUEST TRANSCRIPTS [REMOVE](#)

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input checked="" type="checkbox"/> University of Arkansas	RD	Regular Decision 1		Pending		Submitted EDIT MORE

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:

Transcript Requests +

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
23705727	U Of Missouri Kansas City	College App	05/31/18	06/15/18	Pending		-	