

Transcripts and Recommendation Letters

How to REQUEST a Transcript:

1. Login to your Naviance Family Connection (Username: IDnumber@glenbard.org).
2. Click on the **colleges** tab and select the **colleges I'm applying to** link.
3. If not all of your colleges are listed, click **+add colleges to this list**
4. You must indicate for EACH college the following:
 - **Applying via Common App?** Click **Unknown** and select **Yes or No**.
 - **Under the heading, My App** select **have you applied?** Check the box to indicate that you have submitted your application.
 - Click the BLUE **request transcripts** link above your college list to add a new request for an electronic transcript to be sent to *each of the colleges on your list*.
5. Refer to the icon under **Delivery type** to see how you should request a transcript:

Apply online. Complete and submit the application on the college's website. Transcript will be sent electronically.

Apply online. Your counselor will send your transcript by mail after receiving a GREEN Transcript Request Form.

Apply online via the Common Application (suggested if recommended by 2 or more of your colleges).

6. Once you request a transcript through Naviance Family Connection, you still must complete and submit the GREEN **Glenbard West Transcript Request Form** to your counselor (must be completed for EVERY college to which you apply).
7. If using the Common App, complete **Common App Account Matching**
 - **STEP 1: Create Common App Account on www.commonapp.org**
 - **STEP 2:** In Common App, add the college(s) you are applying to under the "My Colleges" tab and complete the "Education" section of your Common Application.
 - **STEP 3:** Sign the FERPA Waiver & Authorization under the "Recommenders and FERPA" section of the Common Application.
 - **STEP 4:** In Naviance under the **Colleges I'm Applying To**, enter the **Email used for Common App** in the provided blue box and click "Match"
8. Not using the Common App? Select the RED **Not Needed** link (bottom right corner of BLUE box).

How to REQUEST a Letter of Recommendation:

1. **Speak with your teacher in person to request a letter of recommendation.**
2. **Once they've agreed to provide a letter, click on your colleges** tab in Naviance.
3. Click on **colleges I'm applying to**.
4. Scroll down to the bottom of the screen for the **Teacher Recommendations** section.
5. Click on **add/cancel requests**.
6. Under **Add New Requests**, select your teacher's name from the drop-down menu.
7. Under **Personal note to teacher**, provide the following information:
 - Your college major/plans
 - Your greatest achievement in their class
 - What you most enjoyed in their class
8. By clicking **Update Requests** at the bottom of the page, your teacher will receive your letter of recommendation request via their FirstClass email account.
9. **BE SURE TO FOLLOW UP WITH A HAND-WRITTEN THANK-YOU NOTE TO YOUR TEACHER!**