

Glenbard West Transcript Request Form

Name: _____ ID#: _____ Date: _____

Counselor: Bergantino Culloton Keely Neberz Ochoa Rubino Sieck Wienczek

Turn In At Least 2 Weeks Before Application Deadline

Naviance
Complete
"College
Profile" under
"About Me"



Naviance
Update
"Colleges I'm
Applying To"



Naviance
Click the "Edit"
pencil icon and
ensure "Type"
and "Deadline"
are correct



**Common
App
School?**
Designate in
Naviance
"How are you
applying?"



Submit this
green
transcript
request form
to your
School
Counselor

Student Checklist

College Name(s) (and city if multiple campuses) <small>(you may put between 1 and 7 colleges on this form)</small>	Student Checklist				Counselor Use Only
	Apply through Common App? (Y or N)	What is the Deadline? (Month/Day)	Entered in Naviance? (Y or N)	Submitted App? (not required to submit form) (Y or N)	Date Sent
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Notes to Counselor: