

# TORRANCE HIGH SCHOOL

## Counseling Office

### Seniors ONLY - REQUEST FOR FINAL TRANSCRIPT

(The Transcript that will be sent to the **ONE** college you will be attending in the fall)

Date: \_\_\_\_\_

Counselor: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

#### Instructions:

1. Pay for your transcript in **ASB** for \$2.00.
2. Log-in to your **Naviance** Account. Click on the **Colleges** tab.
  - a. *If you have issues with Naviance - Please see Mrs. Mendoza in the College & Career Center (Room A106)*
3. Click on "**Colleges I'm applying to**". (NOTE: Make sure the school you will be attending in the fall is listed here)
4. Once in your "Colleges I'm Applying to" list, you will see a **symbol** shown next to your intended college/university.
  - a. **Refer to the Naviance symbols below** to determine how your transcript needs to be sent.



These symbols mean your documents must be mailed. Check "Postal Mail" below AND bring a 9 ½ by 4 ¼ inch stamped envelope addressed to your College/University, write your name on the upper left side of the envelope.



This symbol means the delivery type is UNKNOWN. Check "Postal Mail" below. Check "Postal Mail" below AND bring a 9 ½ by 4 ¼ inch stamped envelope addressed to your College/University, write your name on the upper left side of the envelope.



This symbol means you used CommonApp and your transcript can be submitted electronically. Check "Common App" below.



These symbols mean we can submit your transcript electronically. Check "Electronic" below.

5. Write the name of the college you will be attending and check the appropriate box:

Complete Name of College/University	Electronic	Postal Mail	Common App.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Please sign and bring this form (as well as your receipt from ASB) to the Counseling Office to process your request.

Student Signature: \_\_\_\_\_

#### STUDENTS:

It is YOUR responsibility to make sure you have the Name of the College/University correct **AND** you have checked off the correct box for the "type" of transcripts

FOR OFFICE USE ONLY – DO NOT WRITE

Mailing Date \_\_\_\_\_ Paid \_\_\_\_\_