

Marjory Stoneman Douglas High School

5901 Pine Island Rd, Parkland, FL 33076

browardschools.com/stonemandouglas Phone: (754) 322 – 2150



NAVIANCE REQUEST FOR TRANSCRIPTS

INSTRUCTIONS: If you are applying to colleges via Common App, be sure to complete your FERPA authorization in Common App and MATCH your Naviance account with your Common App account. If applying via Coalition App, manually add the schools into your Naviance account. If applying directly to the institution, manually add the schools into your Naviance account. Make sure that you have submitted your application for admission (Common App and non-Common App schools) to the college or university before requesting any supporting documents, including transcripts, for that school. Any questions on that process, contact Mr. Congdon in the Guidance Office.

Once you have done so, request your transcripts using your NAVIANCE account and provide payment via the E-STORE. Transcript fee is \$2.00 for in-state schools / \$3.00 for out-of-state schools. Bring your E-STORE payment receipt along with the completed NAVIANCE Transcript Request Form to Ms. Ulfe in the Registrar's Office in the Guidance Department.

TODAY'S DATE: _____

LAST NAME: _____ MIDDLE INITIAL: _____ FIRST NAME: _____

STUDENT NUMBER: _____ GRADUATION YEAR: _____

DATE of BIRTH: _____ PHONE NUMBER: _____

CHOOSE OPTION(S) BELOW:

- I would like to pick-up my **official** transcripts # of copies _____
- I would like to pick-up my **unofficial** transcripts # of copies _____
- I would like my **official** transcript to be sent electronically through **NAVIANCE**.

Institution Name: _____

*****TRANSCRIPTS WILL BE READY FOR PICK UP WITHIN 2 SCHOOL DAYS*****