



Requesting a Transcript:

Before submitting a VANGUARD SCHOOL TRANSCRIPT REQUEST FORM (known as the “Blue Sheet”) to the College Counseling Offices you will need to do the following.

Add the schools to which you are applying to your ‘*colleges I’m applying to*’ list on Naviance/Family Connection found under the “*Colleges*” tab. Do not add colleges to the ‘*colleges I’m applying to*’ list until you are sure you will be applying.

1. Determine by what means you will apply to each college. Options are: Common Application, Combination of Common Application and College Website, College website or in rare cases paper applications and application materials that need to be mailed.

To find out about individual schools go to your ‘*colleges I’m applying to*’ page on Naviance/Family Connection. Notice the column “Applying via Common App?” If beside the school you are applying to it says “Unknown” you must choose between applying using the Common App or applying via the college website. **The choice you make here is binding.** Also notice under the Submissions logo to the right of the college name the various icons. These icons represent the method by which you can apply to a school. At the time you request a transcript you will indicate which of the following methods you used or will be using when you apply.

- Blue computer icon with “CA”: School accepts the *Common Application **only** with electronic transcript and recommendations sent through Naviance in conjunction with the *Common Application*.
- Blue computer icon with a “?”: School accepts both Common Application **AND** has a website application students can choose to use. **IMPORTANT!** Under Colleges I’m applying to students must choose which method they are using and keep with that decision.
- Blue computer icon: School has its own website application and transcripts and letters of recommendation are sent online (eDocs) through Naviance.
- Red stamp icon: paper transcript mailed. Although most colleges now require electronic submissions, some scholarship and special program applications still require that you mail these materials.

*NOTE: If you are applying to a college using the Common Application you will need to enter the school on the Common App and match your *Common Application* account with your Naviance account.

Complete a **Vanguard Transcript Request Form**, known as the "Blue Sheet".

- For each college, confirm if you need a counselor letter and or teacher letter(s) of recommendation
 - For each college, indicate the corresponding "submissions" or "application type"
 - **The colleges listed on the *Transcript Request Form* MUST match what is on your Naviance *Colleges I'm Applying to* page.**
 - **Don't forget to sign and return the Transcript Release Form. Your signature authorizes The Vanguard School to release all requested records according to the FERPA agreement.**
2. On the rare occasion that the "Submissions" logo is a Red Stamp icon, your letter of recommendations and transcripts will be MAILED. Complete the appropriate college or scholarship transcript request form and be sure to include the following:
- The college or scholarship's full and complete address
 - Any forms which are supplied by the college or scholarship to be completed by your counselor. These forms are often referred to as "School Report (SR)" and usually have sections that must first be completed by you (Name, Address, Social Security Number, Signature, even Bar Code Labels sometimes).
3. Turn in the following to the College Counseling Office at least 5 WORKING DAYS prior to the application due date:
- Completed Transcript Request Form (Blue Sheet)
4. College Counseling will submit your materials electronically or will mail your application, the SSR or any other forms, letter(s) of recommendation and transcript all together. School policy prohibits the counselor or Post Grad staff from giving you any letters of recommendation.
5. The counselor's commitment is to process your transcript and letters of recommendation by your university's application deadline if you submit request to the College Counseling office on time.