Transcript Request Instructions

Log in to Naviance through CLEVER:
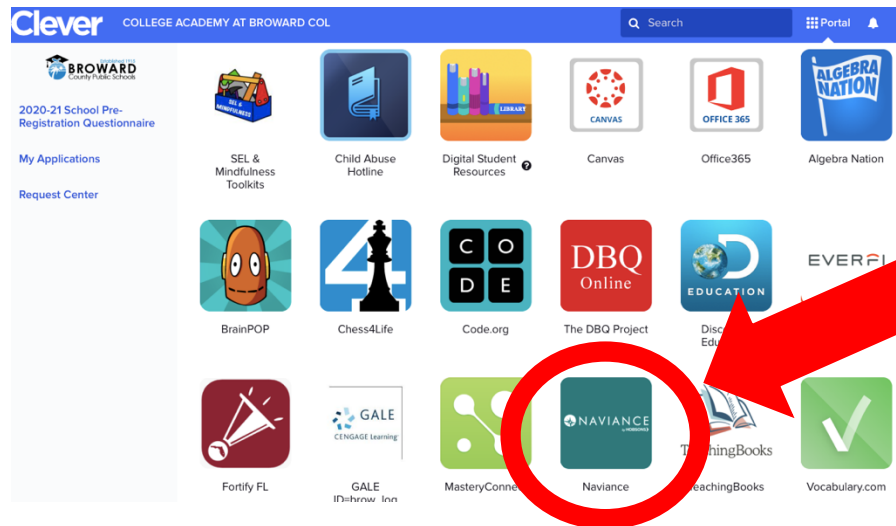
https://www.browardschools.com/sso

Username: 06-student number
Password: Pmm/dd/yyyy

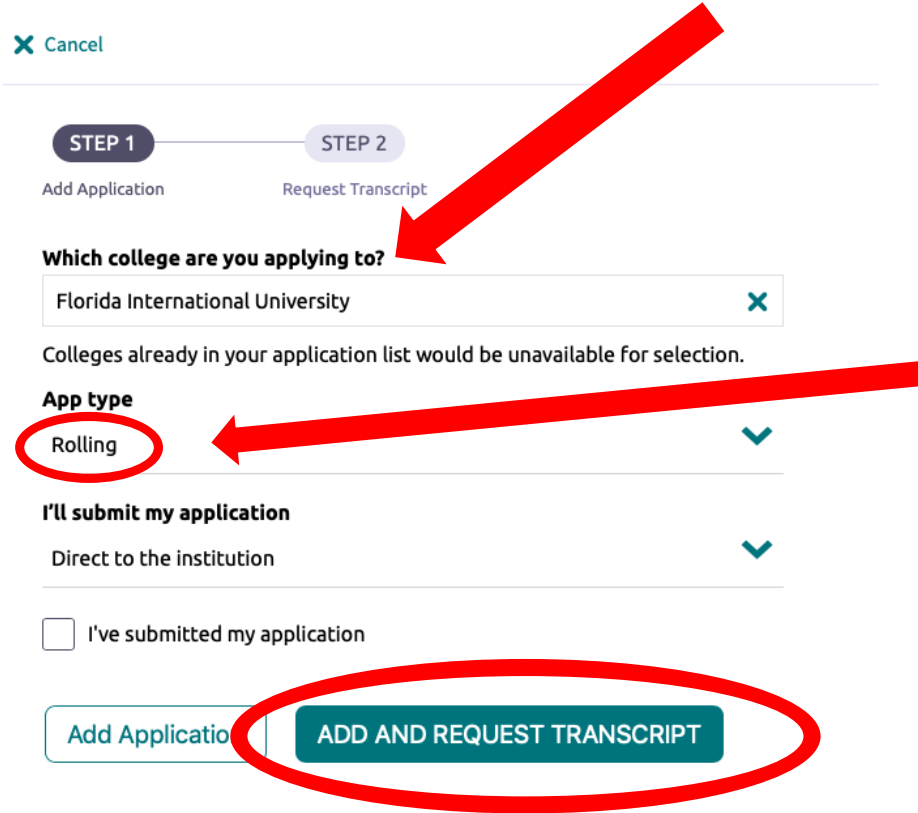Once you are logged in, click on the Naviance app:

In Naviance, click on the "COLLEGES" tab on the upper right side → in the drop down menu, select "COLLEGES I'M APPLYING TO"
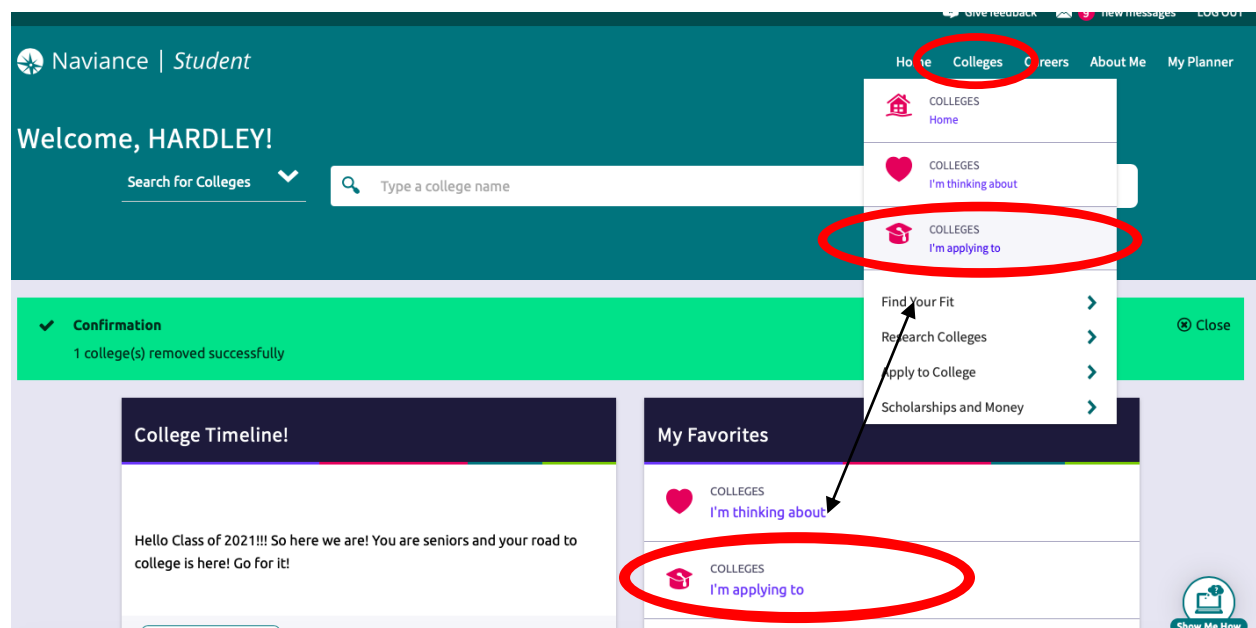
Click on the pink + button to add colleges to your list
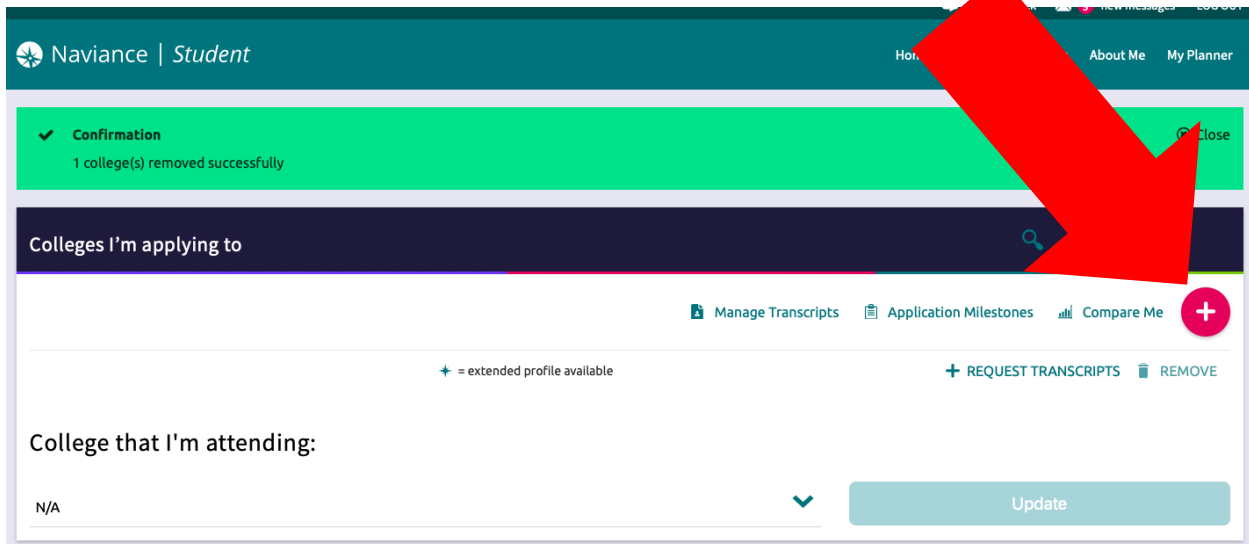
Use the search bar to search for the college you are entering

List the type of application you are submitting (regular decision, Early action, rolling, etc)

PLEASE NOTE: *there may be options that DO NOT APPLY to the school!! It is your responsibility to KNOW which type of application you are submitting*

Click "ADD AND REQUEST TRANSCRIPT" once you finish

SELECT **"INITIAL"** for "TYPE OF TRANSCRIPT"

Click "REQUEST AND FINISH" button

You can check the STATUS of when it was sent by looking under *"OFFICE MATERIALS"*
If it says pending, it has not been sent from CA yet. If it says SENT, it was sent to the university and you much check with the *UNIVERSITY* on the status