

# Naviance for Seniors - Class of 2024

## Requesting Transcripts and Letters of Recommendation

Getting there is easy - <https://student.naviance.com/brunswickhi>

If you land on the Naviance school lookup page use zip code 21716 to find Brunswick High School. Click "Student," click "**Continue with Single Sign On,**" and sign in with your regular FCPS account.

Completing the BHS Brag Sheet for your counselor and teachers:

Click your initials in the top right → "Surveys From Your School" → click "Recommendation Brag Sheet"

Requesting Transcripts is done by adding to "Colleges I'm Applying To."

Before adding colleges:

**If you are using the Common App, you must complete the FERPA Waiver and then match your accounts. You have to add at least one college in Common App first in order to access the FERPA Waiver.**

After the FERPA Waiver is completed in Common App, you can match your accounts in Naviance on the "Colleges I'm Applying To" page by clicking the red "Match Accounts" button on the top right.

Once Naviance and your Common App account are matched, all Common App colleges are added automatically.

Adding Non-Common App colleges:

Colleges Tab → "Colleges I'm Applying To" → Click the blue "+" button in the top right

Type the name of your college under "Which college are you applying to?" Be sure to select the correct campus/city.

Under "App Type" select the term used in the application (Priority, Early Action etc..) to show the correct deadline.

**IMPORTANT:** Under "I'll submit my application" select "**Direct to the Institution**" for all Non-Common App colleges. Click "Add Application."

Requesting Official Transcripts for Scholarships or Personal Use: see Mrs. Wilton in the Counseling Office or email her at [jill.wilton@fcps.org](mailto:jill.wilton@fcps.org). There will be a \$2.00 fee (cash or check payable to BHS) per official transcript prepared, payable when the transcript is picked up. You will be notified when it is ready.

*\* Please allow 5 business days for a transcript request.*

Requesting Teacher Recommendations

- **Add colleges first. Do not request more teacher recommendations than you need.**
- Complete your "Recommendation Brag Sheet."
- Ask the teacher for a recommendation IN PERSON. After your teacher agrees to write your letter, complete the following steps in Naviance:
  1. Click "Colleges" on the top of your screen.
  2. Click "Letters of Recommendation."
  3. Click "Add Request."
  4. Select a teacher and check the schools you want that teacher to send the letter to.  
**Do not use the "Select All" option.**
  5. Click "Submit Request."
- Go back to this page when you add more schools later to request recommendations for those schools.

Requesting Counselor Recommendations

There is no process in Naviance for this. Please email your counselor if you need a recommendation from them, and provide a specific list of colleges their recommendation needs to go to.