

# Naviance for Seniors - Class of 2022

## 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:

"About Me" (top right) → "Surveys From Your School" → click "BHS 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.**

There is a link on the Naviance welcome page to a video demonstration of Common App Account Matching.

Once Naviance and your Common App account is **matched**, all Common App schools are added automatically.

Adding Non-Common App colleges:

Colleges Tab → "Colleges I'm Applying To" → Click the red "+"

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 (do not request more teacher recommendations than necessary)

- Complete your "BHS Brag Sheet."
- Ask the teacher for a recommendation IN PERSON. After your teacher agrees to write your letter, complete the following steps on 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.
  5. In the personal note section, thank your teacher for writing your letter and have them reference your brag sheet for additional notes.
  6. Click "Submit Request."
- Go back to this page when you add more schools later to request recommendations for those schools.

**OR** you can go to your "Colleges I'm Applying to" list and scroll to the bottom of the page. You will see a "Letters of Recommendation" section. There is a link to request teacher letters embedded in that sentence.

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.