**Note: You must submit a Senior Transcript Release Form before any transcripts can be forwarded to colleges or universities. You must allow 10 school days for your documents to be sent to colleges.**

1. Login to your Naviance Family Connection account [http://connection.naviance.com/clearviewreg](http://connection.naviance.com/clearviewreg) or through the Clearview Guidance website.

2. Click on “COLLEGES”

3. Click on “COLLEGES I’M APPLYING TO”

4. **If you are applying via the Common Application**, enter your Common App email address to sync your Common App and Naviance account. (You are encouraged to apply via the Common App if your school is a member.)

5. Click “ADD COLLEGES TO THIS LIST.”
   i. Select the type of application (early decision, regular decision, rolling, early action, etc.)
   ii. Check the box for “request transcripts,” if you are ready to do so (1-2 weeks before you are ready to submit your applications.
   iii. Click “lookup” to find the college or university
   iv. Check the box for “I have submitted my application,” if appropriate
   v. Click “ADD COLLEGES” at the bottom to submit
   vi. If you are not requesting your transcripts at this time, be sure to come back when you are ready to do so

6. Under “TEACHER RECOMMENDATIONS,” select the teachers from whom you have already requested a letter of recommendation in person. Be sure to write a brief note reminding them that they have agreed to write your letter of recommendation. An automated email will be sent to them as a reminder to complete and upload your letter of recommendation.

7. You must release your official SAT scores to each school through [www.collegeboard.com](http://www.collegeboard.com) or your official ACT scores to each school through [www.actstudent.org](http://www.actstudent.org).

   **Your counselor is here to help you through this entire process and may be contacted at any time with questions and concerns**

**Tracking the submission of documents by your counselor and teacher:**
1. Log into your Naviance Family Connection account [www.connection.naviance.com/clearviewreg](http://www.connection.naviance.com/clearviewreg)
2. Click on “COLLEGES I’M APPLYING TO.”
3. You will be able to see the office status of your requests.
4. If after 15 school days, you have not seen a change in the office status, you may contact your counselor or teachers to check on the status of your requests.

**REMEMBER TO UPDATE NAVIANCE FAMILY CONNECTION REGULARLY SO THAT YOUR COUNSELOR CAN WORK ON PROCESSING YOUR DOCUMENTS IN A TIMELY MANNER**