

Transcript Request Process

Montgomery Blair High School

(2011-2012)

College transcript requests should be submitted at least one calendar month (30 days) prior to an application deadline. The first day the Registrar's Office will accept transcript requests is **Monday, September 26th**. **If you have a November 1st deadline**, you must submit your transcript request by **Friday, September 30th** to guarantee that your transcripts will be postmarked by November 1st.

Due to the Thanksgiving Holiday and Winter Break, we must adjust the transcript request deadlines as follows:

December 1st application deadline

Requests must be made by October 28, 2011

January 1st application deadline

Requests must be made by November 21, 2011

Steps for Requesting a Transcript & Recommendation Letter

Beginning September 2011, MCPS is able to send electronic transcripts to colleges and universities. Students will be asked to make transcript requests electronically via Naviance/Family Connections and the Registrar will send transcripts and letters of recommendation to colleges and universities electronically. Keep in mind that you can request transcripts all at once or one at a time.

1. Complete your Trailblazer documents. **This must be completed prior to submitting requests for transcripts**. The information you provide on your Trailblazer forms will provide information that will assist your counselor in writing a recommendation letter. These documents include: (1) *The Student Self Evaluation Survey*, (2) *The Resume*, (3) *The Parent Questionnaire*, (4) *The Authorization to Release Information Form* (5) *Two Blue Teacher Checklists*
2. Pick up and complete a *Request for Transcript Form* at the Registrar's Office window or in the Counseling Office. Fill in the requested information on the form, including the college address where you would like to have your transcript(s) and recommendation letter(s) sent.
3. Have your counselor sign the *Request for Transcript Form* confirming that your *Trailblazer* documents have been completed.
4. Go to the Registrar Office to pay for your transcript request(s). **EACH STUDENT WILL RECEIVE THE FIRST THREE (3) TRANSCRIPTS FOR FREE.** After the first three transcripts, the cost is **\$3 per transcript** request (for example, if you are applying for six colleges, three of them will be free and you will pay \$9 for the additional three).
5. **Do The Initial Log In On Naviance/Family Connections To Create A Password (you will only have to do this once)**
 - Log on to Family Connections, go to www.connection.naviance.com/mbhs OR go to the Blair website Counseling page
 - Click on the "colleges" tab
 - Click on "colleges I am applying to"
 - Answer the questions listed; make sure you click "waive your right to see"
 - Type in a username + password that you want [make sure you remember this, you will need it!] + click submit
6. **Select The Colleges You Are Applying To In Naviance/Family Connections**
 - Log on to Family Connections, go to www.connection.naviance.com/mbhs OR go to the Blair website Counseling page
 - Click on the colleges tab
 - Click on "colleges I'm applying to"
 - Click on "add to this list"
 - Select the type of admissions decision
 - Click on lookup and select the college name
 - Check "I have submitted my application" (if that applies to you)
 - Click on "add colleges"
7. **Request The Transcript in Naviance/Family Connections**
 - Log on to Family Connections, go to www.connection.naviance.com/mbhs OR go to the Blair website Counseling page
 - Click on transcript request (if you have not turned in your *Authorization to release records*, it will give you a message that it must be turned in before you can go to the next step. Contact the Registrar's Office for more information.)
 - Click on add request
 - Click request transcript at the bottom of the page

****If you need help with the electronic transcript request, go to the Career Center and someone there will help you.**