

## Requesting Official Transcripts for Colleges/Universities

### Step 1:

- Log onto your Naviance account. (If you do not have a Naviance account please see Mrs. Sutherland in the Nighthawk Center, or email her at psutherland@powayusd.com, for your login information.)
- Select the COLLEGES tab.
- Click on the “colleges I’m applying to” link under “my colleges”.
- Click on “+ add to this list”, add each college/university. Be sure to click on the “request transcript” box.
- Scroll to the bottom of the page and click “Add Colleges”

### Step 2:

- Download and complete the Transcript Request form, which can be found on your Naviance home page, in the Document Library, under “Required College App Forms”, or by clicking [here](#).
- Next, turn in form to Mrs. Malimali, Registrar.

It is your responsibility to complete BOTH part of the process above, or transcripts will not be sent.

## Requesting Official Transcripts for Scholarships

- Download and complete the Transcript Request form, which can be found on your Naviance home page, in the Document Library, under “Required College App Forms”, or by clicking [here](#).
- Next, turn in form to Mrs. Malimali, Registrar.

If you have **QUESTIONS**, please contact Mrs. Malimali, DNHS registrar, at 858-487-0877, ext. 6315 or tmalimali@powayusd.com.