

# OFFICIAL TRANSCRIPT REQUEST INSTRUCTIONS

**APPLY EARLY!!! - turn in ten (10) school days prior to deadline date**

1. Submit completed/signed Academic Consent Form to Mrs. Geisinger. You will not be able to request transcript(s) on Naviance Student until this step is completed.
2. Naviance Log In: Open a web browser and visit <https://login.classlink.com/my/pwcs> Enter the student's PWCS username (do not include @pwcs-edu.org). Enter the student's PWCS password, Click on Naviance app icon.
3. Requesting a transcript: Colleges – Colleges I'm applying to – click big blue plus sign – from the drop-down menu choose which college you are sending the transcript to – from the drop down menu choose type of decision – confirm how I'll submit my application (if it applies) – check the box for I've submitted my application – click on Add And Request Transcript




-- need to apply through Common Application, make sure to complete FERPA on Common App and match it with Naviance account



-- electronic submission



-- by mail only

- For college application requests, select the type of application (Regular, Early Action, etc.) Selecting the correct application type is very important, it will determine which deadline is entered for your request.
4. To complete the college request, submit the Official Transcript Request form to Mrs. Geisinger, the School Counseling Secretary. If the college that you apply to accepts the application only by mail there is an envelope sign  in the Submissions Column and you will need to submit a large envelope with a return address of: (Student Name), Forest Park HS, 15721 Forest Park Drive, Woodbridge, VA 22193, addressed to the college with enough postage for FPHS to add 4 pieces of paper (3+ stamps recommended) to the School Counseling Secretary. **\*\*If applicable, when submitting envelope, attach your application, secondary school report form, recommendation(s), resume, and essay.**
  5. To complete the scholarship or other request that you will pick-up, request it on Naviance Student account as "Other Transcript" and submit a regular white envelope to the School Counseling Secretary.

**\*\* Letters of recommendation from teacher(s) (if required) are sent directly to the college by your teacher through Naviance/Naviance Student. You will need to request a letter of recommendation through your Naviance Student account (Colleges Home → Apply to Colleges Tab → Letters of Recommendation → Add Requests → Select a teacher from the list and Specify the College/University you would like them to write a recommendation), inform teacher(s) if it is a Common App school, and please **follow up with teacher(s) in person and provide teacher(s) with your resume****

**\*\* Please note that official SAT/ACT scores will not be sent from Forest Park. All test scores must be sent directly from College Board or ACT.**

**\*\*the 10-school day processing time begins after all steps (#1-5) have been completed & School Counseling has received official transcript request form \*\***

**Note: Mid-Year Transcripts are automatically sent out in February & Final Transcripts are automatically sent out in June**

**\*\* Check status of Transcript Request on Naviance Student <https://student.naviance.com/forestpark> \*\***



# OFFICIAL TRANSCRIPT REQUEST



NAME \_\_\_\_\_  
Last First

DATE \_\_\_\_\_  
Submitted

REQUEST COUNSELOR RECOMMENDATION \_\_\_(YES); \_\_\_(NO) Student Signature \_\_\_\_\_

**FOR COUNSELOR RECOMMENDATION, SELF-ASSESSMENT SURVEY MUST BE COMPLETED IN NAVIANCE**

FOR FPHS USE ONLY

|               |                     |                                      |
|---------------|---------------------|--------------------------------------|
| COLLEGE _____ | deadline date _____ | <u>type of appl. CA--NACAC--MAIL</u> |
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| COLLEGE _____ | deadline date _____ | <u>type of appl. CA--NACAC--MAIL</u> |

**\*\* SUBMIT REQUESTS AT LEAST TEN (10) SCHOOL DAYS PRIOR TO DEADLINE DATE \*\***  
*All transcript requests must be submitted using the Naviance program. Transcripts should only be requested once you have completed your college application(s). After requesting your transcript through Naviance, please complete this form and bring it to Mrs. Geisinger in the Counseling Office.*

FOR FPHS USE ONLY

| Date Rec'd | To Counselor | From Counselor | Date Mailed |
|------------|--------------|----------------|-------------|
|            |              |                |             |



**REMINDER! REMINDER!  
REMINDER!**

*Request your transcript early!!*

*Just a friendly reminder that some college application deadlines are coming up:*

| <i>If your deadline is:</i> | <i>make complete<br/>transcript request by:</i> |
|-----------------------------|---|
| <i>10/15/25</i>             | <i>09/29/25</i>                                 |
| <i>11/01/25</i>             | <i>10/16/25</i>                                 |
| <i>11/15/25</i>             | <i>10/29/25</i>                                 |
| <i>12/01/25</i>             | <i>11/10/25</i>                                 |
| <i>12/15/25</i>             | <i>12/01/25</i>                                 |
| <i>01/01/26</i>             | <i>12/05/25</i>                                 |
| <i>01/15/26</i>             | <i>12/18/25</i>                                 |
| <i>02/01/25</i>             | <i>01/15/26</i>                                 |
| <i>03/01/26</i>             | <i>02/12/26</i>                                 |
| <i>03/31/26</i>             | <i>03/12/26</i>                                 |
| <i>04/15/26</i>             | <i>03/25/26</i>                                 |
| <i>05/01/26</i>             | <i>04/17/26</i>                                 |

***\*\*Note: 10-school day processing time begins after we receive the complete request; this includes the Naviance Student online request (Transcripts should only be requested once you have completed your college application(s) and the Official Transcript Request Form. Once we receive everything in full, we begin processing your request and get them out within 10-school days.***