Senior Graduation Survey and Final Transcript Request

STUDENT GRADUATION SURVEY:

1. Log-in to Naviance (https://connection.naviance.com/pshs)
   - first name.last name.1
   - student id#
2. Choose “About Me” tab (top of page)
3. Complete the Graduation Survey (left of page)
   a. Step 1: enter your plan after graduation
   b. Step 2: enter the colleges applied to and if what the offer was from the college (if your college is not listed, add it in the boxes provided)
   c. Step 3: select college you are attending, enter your major (unknown is okay), list any scholarship received

AFTER COMPLETING THE SURVEY:

4. Go to “Colleges” tab (top of page)
5. Choose Transcripts (on the left under Resources)
6. Click Request transcripts for my college applications
7. Click on the box by the college(s)
8. Choose “Request Final Transcript” or “add request”
9. Print page with confirmation #
10. Take page with confirmation number to the Registrar
11. Pay $2 for each transcript requested

** If the college you are attending uses the Common App you must request a Final Report from your Counselor before May 30. Transcripts cannot be sent without this step.**