

# Sending Transcripts Using Family Connection by Naviance

## *Requesting Transcripts for Scholarships or Other Opportunities*

1. Log in to Family Connection (student **must** use his/her account)
  - a. Access Family Connection on the BCS website by going to **Academics**, then **School Counseling**. Scroll down until you see the **Family Connection** link under **Naviance**.
  - b. Login with your user name and the password you created.
  - c. If you have forgotten your password, please see Mrs. Farr and she can reset your account. You will then need to enter a new password. Make sure you keep this information for future use.
2. Go the **colleges** tab
3. Go to **transcripts** under the **resource** tab on the left hand side of the screen
4. Select **request transcripts for scholarships or athletics**
5. Fill in the needed information listed and click **add transcript requests at the bottom of the screen**

## *College Application Transcript Requests*

1. Log in to Family Connection
  - a. Access Family Connection on the BCS website by going to **Academics**, then **School Counseling**. Scroll down until you see the **Family Connection** link under **Naviance**.
  - b. Login with your user name and the password you created.
  - c. If you have forgotten your password, please see Mrs. Farr and she can reset your account. You will then need to enter a new password. Make sure you keep this information for future use.
2. Go the **colleges** tab
3. Click on **+ add to this list** underneath the **colleges I'm applying to** heading.
4. Select the school from the **lookup** list (right hand side) by typing in the name of the school.
5. Select the **admission type**. You must select the correct type. If you are unsure, please read your application documents and/or ask your counselor.
  - a. Regular Decision
  - b. Rolling
  - c. Priority
  - d. Early Decision
  - e. Early Decision II
  - f. Early Action
  - g. Early Action II
  - h. Restrictive Early Action
  - i. Other
6. Make sure you have applied and check the **I have submitted my application** box. If you have not applied, you must apply to the college before sending your transcript.
7. Click the **request transcript** box under the **admission type**.
8. Scroll to the bottom of the page and click on **Add Colleges** to complete the process. This last step is important for your request to be sent to our registrar.

## *Indication Your Transcript Has Been Sent*

1. On the same **colleges I'm applying to** screen, scroll over to **transcript**. Once you have completed the steps above you will see **pending**.
2. Mrs. Farr, registrar will check requests regularly.
3. Once she has sent your transcript electronically, **pending** will change to **sent**.

## ***Three Steps to College Admission and Requesting Transcripts:***

- 1. Apply to the college.**
  - a. Applications for college admission are found on the individual college's website.
  - b. Dates for accepting applications differ by college and are also found on the college's website.
- 2. Send your test scores.**
  - a. If, when students took ACT or SAT, they indicated the colleges they wanted to receive their test scores, those scores have been sent.
  - b. If students did not send test scores at the time of their ACT/SAT testing, scores may be sent by going to the ACT or CollegeBoard website. There is a fee for sending scores from their website(s).
- 3. Send your transcript.**
  - a. It is important for you to apply to a college before sending your transcript so the college can match your transcript to the application.
  - b. Use your Naviance Family Connection account to send it electronically!
  - c. See instructions above.