

Naviance Cheat Sheet

Senior Recommendation Form

- Click on **Document Library**.
- Click on **Senior Recommendation Form**.
- Print the form, fill it out, and submit it to your counselor.
- Your counselor will have **two weeks** to complete the letter so consider deadlines.

College Search Program

- Click on **Colleges**.
- Click on **College Search**.

Release of information form-parent signed form that lets you request transcripts

- Click on **Document Library**.
- Click on **Parent Transcript Release Form**
- Print the form out and have you and your parents sign the form.
- Return it to our guidance secretary, Ms. Burton.

Requesting a transcript

- Click on the link **Colleges**.
- Click on the link **Transcripts**.
- Pay our counseling secretary Ms. Burton **\$2 PER TRANSCRIPT**.

Scholarships on Naviance

- Click on **Colleges**.
- Click on **Scholarship List**.

College Visits to Old Mill

- Click on **Colleges**.
- In the middle of the page under the section **My Colleges** click on **Colleges I'm Thinking About**.
- Click **My Colleges** and then click on **College Visits**.
- There you can see the visit schedule and register to meet with a college representative.
- After your register you will receive a pass the day of the visit with instructions on where to go and what time.