

How to request a transcript:

1. Go to Naviance/Family Connection (accessible on the Prep College Counseling Page) or at <http://connection.naviance.com/jacksonprep>.
2. Log in with your e-mail and password.
3. Go to "Colleges "
4. Go to "Colleges I'm Applying To"
5. Sign the permission to release transcript.
6. If you are going to use a Common App to apply to selective schools, also sign "I waive the right to see my recommendation."
7. List the colleges you are applying to. Then check off "I have applied" and check "send transcript."
8. Scroll all the way down to the bottom and click on "add colleges."
9. We will get the transcript request and submit the transcript promptly.