

To request an **Official Transcript for COLLEGES**, a student must:

1. Log in to Naviance Student.
2. Navigate to **Colleges > Apply to College > Manage Transcripts**
3. If you add a college to your Colleges I'm Applying to List, you have the option to request transcripts at that time.
4. If not, select College Application Transcript.
5. Follow the steps to request college application transcript.

To request an **Official Transcript (\$2.00 each) for Personal use or Scholarship Application**, a student must:

1. Email Mrs. Harding at Diane.Harding@fcps.org and include the following [Official Transcript Form](#)
2. Or drop the form off to Mrs. Harding in the Counseling Office.
3. Official copies are \$2.00 each (cash or checks payable to: OHS)

To request an **Unofficial Transcript (FREE) for SCHOLARSHIPS, ATHLETICS, OTHER**, a student must:

1. Log in to Naviance Student
2. Navigate to **Colleges > Apply to College > Manage Transcripts**.
3. Click the **Add** (Pink Plus).
4. Select either **Other Transcript**.
5. Follow the steps to request Other Transcript.
6. Once requested, transcript requests are managed from Transcript Request Manager.
7. **All unofficial transcripts are emailed to the student thru Naviance. Be sure that your email is up-to-date in your profile in your Naviance account. If you have any questions, please email Mrs. Harding (diane.harding@fcps.org) in the Counseling Office.**