

Track Submission Status in Naviance

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Tracking Transcript & App Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the **Transcript** column to review when a counselor has submitted a transcript
 1. The transcript column will say 'sent' if the transcript has been sent
3. Check the **Office Materials** column to review when a staff member has indicated that all materials have been sent for that application
 4. The Office Materials column will say 'submitted' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission type	Application
UF Central Florida	RD	Regular Decision	N/A	requested	Pending	Submitted	Submitted ✓ EDIT MORE
Duquesne Univ. College	RD	Regular April Decision 1	N/A	Final sent	Final submitted	Accepted	Accepted ✓ EDIT MORE

Tracking LOR Status

1. Go to **Colleges I'm Applying To List**
2. Select **Letters of Recommendation** at the bottom of the list
3. Check the Status column to review when a teacher has submitted a LOR



Tips & Getting Help

- Tip: After you match your Common App account with your Naviance account, your Common App applications/ schools will feed *automatically* into your Colleges I'm Applying To list in Naviance.
- If you still have questions, reach out to your counselor if you need help with this! 😊