

# Kell Senior Transcript Request

\*It takes at least 24-48 hours (regular school days) to process all requests and to verify Part 1 & Part 2 are **complete and match**, before transcript will be sent to the college requested. If there is an error when entering information, student will be contacted to make corrections. Please do NOT email the counseling department asking about the status of transcript requests. This delays our response time for all requests.

**Part 1: Naviance** (this must be completed by the student PRIOR to paying for the transcript)

Step 1: Add every college you are interested in applying to “Colleges I’m Thinking About” List

Searching & adding colleges that FIT you:

- Use the Search for Colleges or College Lookup options to find colleges
- Complete *SuperMatch*
- Favorite** each college you plan to apply to “Colleges I’m thinking About” List
- Click on the Heart Symbol next to the name of the college you are interested in to add to your colleges “I’m thinking about”

### Colleges I’m thinking about

Search for colleges

+ Add Colleges to List Compare Me

UPDATE INTEREST MOVE TO APPLICATION LIST REMOVE \* = extended profile available

College	Delivery type	Added By	Expected Difficulty*	Application Deadlines	Interest
<input type="checkbox"/> * Chattahoochee Technical College		Student	N/A	N/A	N/A
<input type="checkbox"/> * University of Georgia		Student	N/A	Multiple Deadlines	N/A
<input type="checkbox"/> * Kennesaw State University		Student	N/A	Multiple Deadlines	N/A

Step 2: Move colleges from “Colleges I’m Thinking about” to “Colleges I’m Applying to”

- VERIFY the application deadline for each college
- CHOOSE if you applied via Common App or directly to the institution (this is **very important** to be accurate)

STEP 1 Add Applications | STEP 2 Request Transcripts

<p>Chattahoochee Technical College</p> <p>Which application deadline do you prefer? Rolling</p> <p>How will you submit your application? Direct to the institution</p> <p><input type="checkbox"/> I've already sent my application</p>	<p>University of Georgia</p> <p>Which application deadline do you prefer? Regular Decision January 1</p> <p>How will you submit your application? Via Common App</p> <p><input type="checkbox"/> I've already sent my application</p>	<p>Kennesaw State University</p> <p>Which application deadline do you prefer? Regular Decision June 1</p> <p>How will you submit your application? Direct to the institution</p> <p><input type="checkbox"/> I've already sent my application</p>
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Add Applications **ADD AND REQUEST TRANSCRIPTS**

**Part 2:** Pay \$2 per transcript in person at the Counseling Office OR in [MyPaymentsPlus](#)

\*Part 1 in [Naviance](#) must be complete before paying for transcripts\*

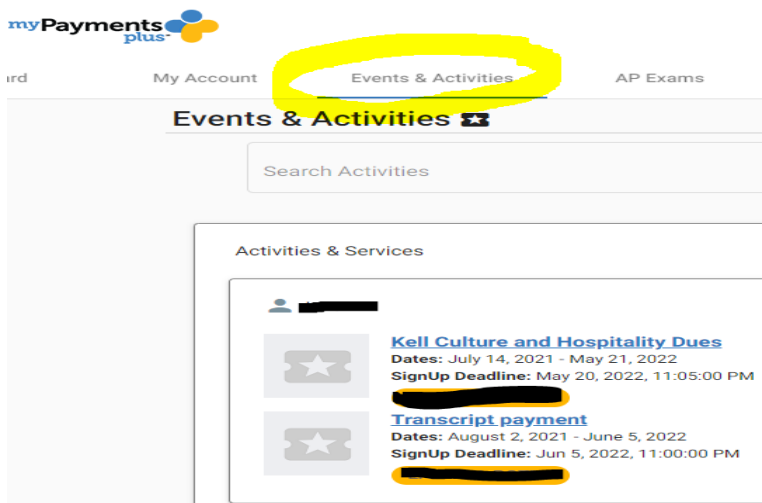
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-Click on **Events & Activities**

-Choose **Transcript payment**

-Identify the **quantity** of transcripts you are requesting

-Complete the form to MATCH the **deadlines and submission type** from your [Naviance](#) account colleges "I'm applying to"



**NOTE:** Kell High School does not submit ACT or SAT scores to any college. If you need to send your ACT and/or SAT test scores to a college, it must be requested through your student ACT.org or CollegeBoard account.

Naviance Student Login

Step 1- [Kell High School website](#) or [Cobb County School District website](#)

Step 2- Click on **"FIND IT FAST"**

\*Top right-hand corner of page

Step 3- Choose **"Naviance"**

\*\*If necessary, use **Student Office 365 credentials** to login to Naviance