

Student Process

Step 4: Track Submission Status in Naviance

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
<input type="checkbox"/> of Central Florida	RD	Regular Decision	N/A	requested	Pending		Submitted EDIT MORE
<input type="checkbox"/> Docufide Demo College	RD	Regular April Decision 1	N/A	final sent	Final submitted		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

Deadline	Recommender(s)	Status	Cancel Request
See applications	Genevieve T	Requested: Student has requested a letter of recommendation	×
Apr 01 2018	Genevieve T	In Progress: Teacher has written the letter of recommendation	×
		Submitted: High school faculty member has sent the letter of recommendation to designated college(s)	+
		Cancelled: Either the student, teacher, or counselor has cancelled the request	×

Check Transcript Request Status

How do I request more transcripts?

Select Request Transcripts

How do I know if my transcript has been sent?

Watch the Transcript Request column to determine when the transcript has been sent

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> University of Alabama at Birmingham (UAB)	RD	Regular - Decision	N/A	no request	Pending		Unknown EDIT

How do I know if my counselor has submitted everything I need for an application? If the Office Materials column says “submitted”, this means all necessary materials from your school have been sent