

Cobb Horizon High School

Requesting Transcripts for the 2021-2022 School Year

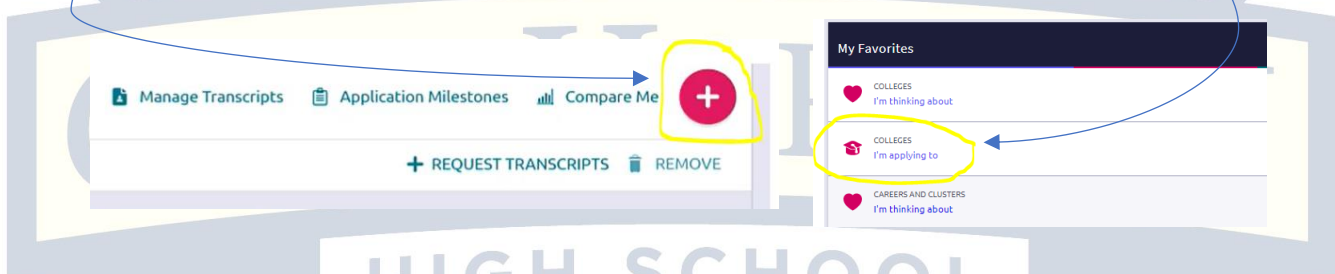
Step 1 – Log into Naviance

- Go to www.cobbk12.org. Then **Find It Fast** (top right-hand corner) and choose **Naviance**. **OR**
- Go to the Cobb Horizon website at <https://web.cobbk12.org/CobbHorizon> Then, **Find It Fast** (top right-hand corner) and choose **Naviance**.

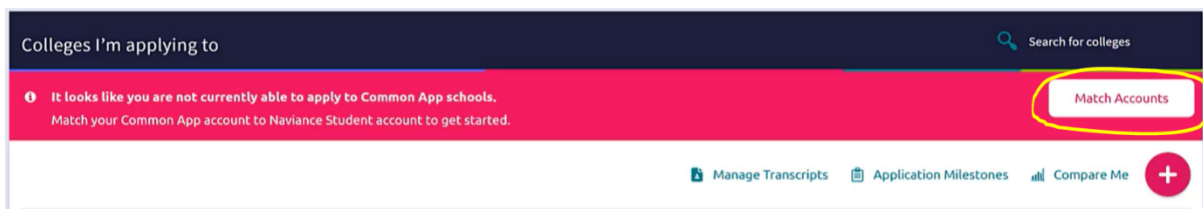
If Given a Choice, Make Sure You Are Choosing to Login Using CLEVER When You Get to the Naviance Login Page.

Step 2 – Add College(s)

- Add the college(s) in which you are applying to the “Colleges I’m Applying to” list in Naviance.
 - If you are adding non-Common App schools, click the pink plus sign.
 - If you are applying to a Common App school, go to the next bullet.

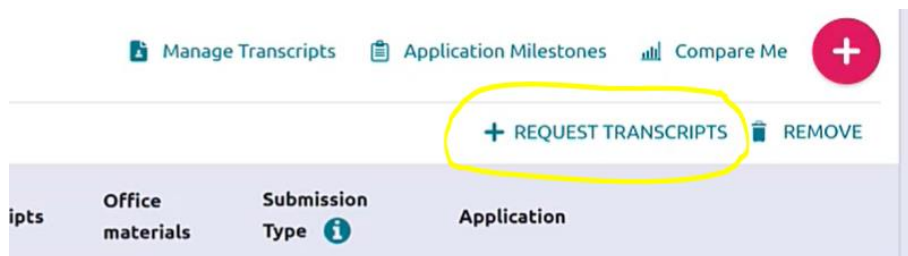


- If you are applying to a Common App school, you will apply to the college on the Common App website (create your profile) and LINK your Naviance Student and Common App accounts by selecting “Match Accounts” in Naviance. (see image below).




Step 3 – Request Transcript(s) in Naviance

- Click “request Transcripts” from the main screen of “Colleges I’m Applying to” list.



Requesting Transcripts for OTHER purposes:

- Follow step 1
- Click on “Manage Transcript” under “Apply to Colleges”
- Click on the pink plus sign 
- Select “Other transcript”
- Add the address of the recipient
- Click submit



Be sure to do the following after completing your steps in Naviance:

- ❖ Notify YOUR counselor that you have made the transcript request in Naviance (see alpha breakdown below).
- ❖ **Make sure you’ve paid the \$2 fee** via My Payments Plus accessible on the CCSD website under “Find It Fast” by clicking on “Make Online Payments”. See Ms. Debora Aylor in the Counseling Center if you have questions.
- ❖ If you need your SAT and/or ACT scores sent to the college(s), be sure to send your score reports directly to them from the respective testing agency (SAT = www.collegeboard.org or ACT = www.act.org).

For last names beginning with A – G, email: Keeva.Gatlin-Hollinhead@cobbk12.org

For last names beginning with H – O, email: Ebony.Payno@cobbk12.org

For last names beginning with P – Z, email: Mandy.Mooney@cobbk12.org

Need more help?

Video Demonstration: <https://tinyurl.com/CHTranscript>