

FINAL Transcript Request/Graduation Survey

- Log into your Naviance Account.
- Go to **Important to Do's and Tasks** (scroll down a little and it will be on the left-hand side of the page)
- Click on **Class of 2023 Graduation Survey** (top right-hand side, click on the pink diamond and arrow)

STEP 1: Choose your Post-Secondary Plans (military, work, college, etc.) from the list.

Technical School/Trade Program, join the Military or Other Plans=answer the questions on each page, and move through the survey by clicking **Next Page**.

2- or 4-Year College/University= Update the following information. This is where you request your final transcript.

- **Check your status** with the college (accepted, deferred, waitlisted, etc.)
- Check **Attending that school** for the **1 college** you plan to attend.
- You will **ALSO** need to check the **Final Transcript box** for that **college**.

STEP 2: List **ALL scholarship money** you have been awarded! EVEN IF YOU ARE NOT GOING TO USE IT!

STEP 3: Provide your **contact information** in case we need to reach you after graduation.

STEP 4: Submit.

*If you complete the survey, then change your mind about where we need to send your final transcript, you **MUST** email your counselor, so it is sent to the correct school.*

NAVIANCE STUDENT LOGIN INFO DO NOT GOOGLE NAVIANCE!

- Go to www.cobbk12.org. Then Find It Fast (top right-hand corner) and choose Naviance.
OR
- Go to <https://student.naviance.com/campbellhigh>
If given a choice, make sure you are using CLEVER when you get to the Naviance login page.

Additional Information

DUAL ENROLLMENT STUDENTS (PAST & PRESENT)	AP SCORES	EXTRA TRANSCRIPTS
<i>You MUST request a final transcript from Campbell High School AND the dual enrollment college be sent to the college you plan to attend in the Fall.</i>	<i>To get college credit, you must request that College Board send your official score report to the college of your choice.</i>	All students will receive an unofficial copy of their transcript with their diploma.
<p>Campbell Transcript: Request using the steps above.</p> <p>DE College Transcript: You are responsible for requesting it from your college by logging into your Bannerweb (Chatt), Owl Express (KSU), etc. account.</p> <p>Continuing at that college after graduation: If you are going to continue at your current DE college in the fall, you MUST send a final Campbell transcript to verify that you have graduated.</p>	<p>Use your free score send by June 20: You can send your scores for free to one recipient every year that you take AP Exams. To use your free score send, sign into My AP > My AP Profile > Score Send tab > choose the college, university, or scholarship organization</p> <p>You can send scores online anytime for a fee. https://apstudents.collegeboard.org/sendin-g-scores/online</p> <p>Score reports include both this year's and past AP Exam scores.</p> <p>You should check college deadlines.</p>	<p>By completing the Graduation Survey and selecting your attending college + final transcript, the counseling department will automatically send your final transcript in early June.</p> <p>If you need additional transcripts, please contact Mrs. Askew at deundra.askew@cobbk12.org by June 30.</p> <p>The counseling office is only open two days per week during the summer, so services will be limited and may take longer than normal. Please plan ahead.</p>