



HOW TO REQUEST A TRANSCRIPT

CURRENT STUDENTS

Follow the instructions below to request Official Transcripts for Colleges, NCAA, NAIA and Scholarships.

- Log into Naviance - <https://tinyurl.com/CCSDNaviance>
 - Visit www.meachernhigh.org
 - Click - "**Find It Fast**" - Top Right Corner
 - Click - "**Naviance**"
 - Enter - Your McEachern/Cobb County Office 365 User Name & Password (The log-in you use for a school computer).
- In Naviance - Click - "**Colleges**" then "**Colleges I'm applying to**".
- If you have completed the College Admissions Application - Click the White Plus Mark in the hot pink circle to add colleges to your Naviance account.
- Complete the information fields - Click "**Save**".
- For **Scholarships** or if you have NOT completed the College Admissions Application - Click **1) "Manage Transcripts"** under "**Colleges I'm applying to**", **2) the white plus mark** in the hot pink circle, **3) "Other Transcript"**, **4) complete the form fields** and then **5) "Request and Finish"**.

To Pay For Transcripts

- All Transcripts are \$2 Each.
- Pay Online - Student or Enrolling Adult Must Log-In/Create a MyPaymentsPlus Account (www.mypaymentsplus.com).
- Pay In-Person - Visit the Counseling Office in the Business Technology (BT) Building.
- The Student or Enrolling Adult must bring Picture ID.

All Current Students must add the College(s) to their Naviance Account before making payments for transcripts.

2019 & 2020 GRADUATES

- Visit the Counseling Office in the Business Technology Building.
- The Student or Enrolling Adult must bring picture ID.
- Printed Official Transcripts are \$2 Each.

2018 & EARLIER GRADUATES

Records for graduates from McEachern High School prior to 2019 are held at the Cobb County Records Center. You can obtain transcripts and records by calling (770) 514-3872 or by ordering Online. Visit the CCSD website (www.cobbk12.org) -

Click "Menu", "Parents & Students", "Resources" & "Student Records & Transcripts".

(Please note: Due to FERPA laws, private information, including transcripts, cannot be sent without an authorizing signature. Students who are 18 are considered adults and responsible for their own personal information. For more information, contact the Counseling Office at 770-222-3723.)