



McEachern HS Counseling Department

2022-2023

OFFICIAL TRANSCRIPT REQUEST PROCESS

STEP ONE:

- Students must add the college(s) applying to on his/her Naviance account.
 - Add these colleges to your “Colleges I’m Applying To” list & make sure you mark how you applied to the school (e.g., Common App, Direct To Institution)
-

STEP TWO:

Pay for the number of transcripts requested. Ways to Pay:

(1) Online via MyPaymentsPlus (MPP)

- Under “Activities and Services,” find Transcripts

YOU WILL NOT BE PERMITTED TO ADD THE TRANSCRIPT(S) TO YOUR CART UNTIL ALL REQUIRED FIELDS ARE COMPLETE.

(2) Bring \$2.00 (exact cash) to Mr. Estime, the counseling clerk, in the Counseling office in BT

STEP THREE:

Come to the Counseling Office to fill out your orange transcript card with Mrs. Estime. This can only be completed IN PERSON.

Once all 3 steps are complete, your transcript will be sent.

Allow at least 2-3 weeks for colleges to receive/update your application.

NOTE: Some colleges may take up to 6 weeks to process applicants’ documents. Please contact the college directly for updates about your application.