



McEachern HS Counseling Department

2024-2025

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)
 - Make sure you have “matched” (linked) your Naviance account to your Common App account, if applying to any Common App schools.
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STEP TWO:

Pay for the number of transcripts requested.

You will pay for all transcripts 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.

STEP THREE:

Come to the Counseling Office to fill out your **PINK** transcript card with Mrs. Estime AFTER you have submitted transcript payment on MPP. 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 applicant documents. Please contact the college directly for updates about your application.

October 2024