## **REQUESTING YOUR FINAL SENIOR TRANSCRIPT**

STEP 1: Log into your Naviance Family Connection account:

www.connection.naviance.com/olentangylhs

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STEP 2: Click on the "Colleges" tab

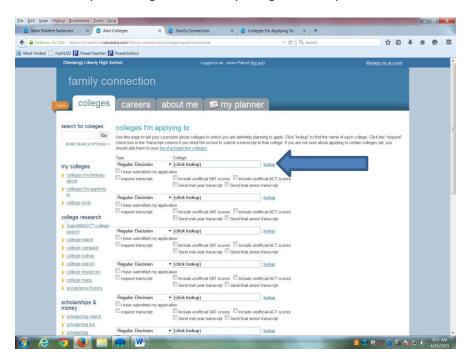


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STEP 3: Click on "College I'm Applying To"

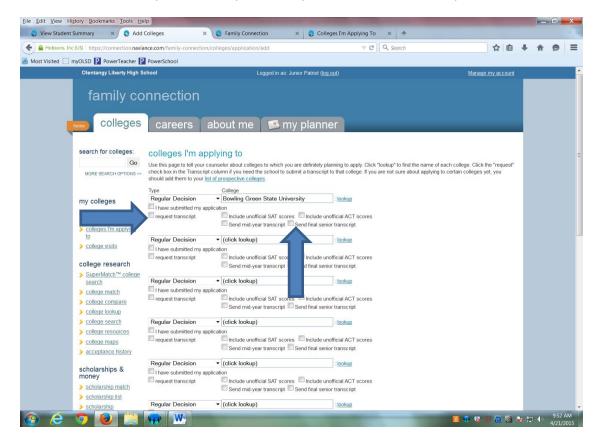
## STEP 4: Click on "Add To This List"

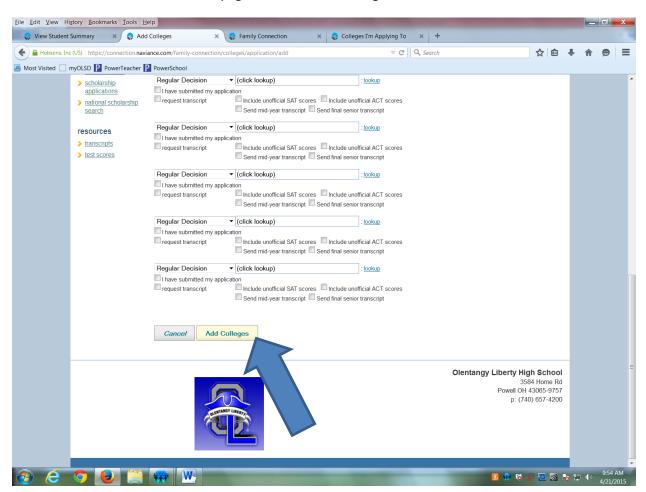
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STEP 5: Add your College to the list by using the lookup button

## STEP 6: Click BOTH Request Transcript AND Request Final Senior Transcript





## STEP 7: Scroll to the bottom of the page and Click "Add College"