

TRANSCRIPTS / COLLEGE / SCHOLARSHIP APPLICATIONS MADE EASIER BY UTILIZING THE POST GRAD CENTER for CURRENT STUDENTS

- ✓ Applications are available on college websites or if required, through The Common Application website.

All requests for transcripts require a signature on the “Transcript Request Form” which can be found on the MVHS website under Counseling >Resources or picked up in the Post Grad Center. There is a \$1 handling fee. **Your request should be turned in to Post Grad 10 school days prior to deadline.** Alumni/former students must order from <https://douglasco.scriborder.com>.

- ✓ Unofficial transcripts (for auto insurance, visit with coaches, etc.) may be printed from the student/parent portal on Infinite Campus if you are a current student; otherwise, a “Transcript Request Form” must to be completed and submitted to Post Grad Center with \$1 handling fee. Alumni/former students must order from <https://douglasco.scriborder.com>.
- ✓ Bring the following to the Post Grad secretary
 - **Completed** Transcript Request Form – be sure to have complete name and address of school/scholarship. Make sure you added the school to your Naviance account and whether or not you applied through Common App **BEFORE** you turn in to Post Grad. This section can be found in Naviance under “colleges” then “colleges I’m applying to”
 - **Teacher** recommendation letters (if required) should be requested and loaded in Naviance.
 - **Secondary School Report** - if required by the school. Print and turn in with transcript form.
- ✓ If requesting a teacher recommendation, complete the “My Letter of Recommendation Profile” in Naviance, under the tab “my planner” >“Tasks Assigned to Me”. This will help teachers write a personal recommendation. It is important that you are descriptive. Also, go to “Build Resume” in Naviance and list all activities, recognition, community service or jobs held (both in and out of school), positions you’ve held, how many hours a week, how you have participated and when. Students are responsible for asking, thanking, and giving appropriate notice (**no less than 10 working days**) to the staff member.
- ✓ Scholarship applications may be handled in the same manner as college applications.
- ✓ Any mid-year grade report forms or requests should be given to Post Grad secretary *as soon as you receive them*. They will be held on file until mid-year grades are available. Common Application Mid Year Reports will be handled through Naviance.
- ✓ By early September, student athletes should complete a NCAA Eligibility *online registration* which includes clicking on “Official Transcript Needed” and creating a ‘docufide account’ on the NCAA site. This will take you to a “Confirmation” page so you may copy the assigned alpha-numeric confirmation code on our MVHS Transcript Request form and submit this form with \$1 to the Post Grad secretary.