


## Requesting Your High School Transcript

Upon submitting your college application(s), you will need to request your official transcript in [Naviance](#). Your User ID is your school email address. You will need to click on “forgot your password?” to reset your password during your first visit.

1. Click on “Colleges I Am Applying To”
2. Click on the 
3. Complete all information and click on “Add and Request Transcript”

By default, we do not include ACT or SAT scores on your transcript. Want your scores sent? Please email Mrs. Smith ([smith.barbara@wgmail.org](mailto:smith.barbara@wgmail.org)).