

How Do I Send My Transcripts?

1. Students log in to Naviance to request that transcripts be sent. Naviance sends them through Parchment, an online system.
 - Log in with Clever, or go to <https://student.naviance.com/ludlowhs> (and click "Log In with Clever")
 - Clever Login:
 - Username is their school email address
 - Password is their birthdate in m/d/yyyy format
 - Once in Clever, click on the Naviance icon
2. Once you are in Naviance:
 - Click: Colleges > Colleges I'm Applying To > Click "+ Request Transcripts"
 - Choose a college by typing in the name.
 - Choose Type of Application - Regular Decision the most common choice
 - Mark that you've already applied, directly to the institution
 - Click "Add & Request Transcript"
 - A new screen opens, click the box for "Initial" Transcript
 - Click "Request & Finish"
3. You can log back in later to check the status of your transcript being sent.
4. Keep in mind that once it's sent, it may still take the college's office up to a few weeks to upload and process your application items. You won't necessarily hear back from them immediately.
5. If you are in need of an application fee waiver, please let Mrs. Johnson know when you apply and/or request transcripts. Stop by her office or email her at pamela.johnson@ludlow.kyschools.us

