

How to Request a Transcript

Class of 2024

Where is my transcript?

You can find your **unofficial transcript** by accessing the student portal on Aspen/X2. Please take a few moments to look it over carefully, check for errors, and think about what you need to accomplish this year to fulfill your graduation requirements.

Your school counselor is here to support you. We will also review your transcript and remaining graduation requirements.

However, it is your responsibility to let us know right away if you see any errors on your transcript. It is essential that your transcript be accurate because it will be sent to colleges and professional organizations.

Students applying to two-year and four-year schools need FHS to send their official transcripts as part of their application.

BEFORE you request your transcript:

- Create an account at www.commonapp.org
- Complete part of the “Education” section on www.commonapp.org
- Electronically sign the “Family Educational Rights and Privacy Act (FERPA)” on www.commonapp.org
 - This step authorizes FHS to share your transcript and letters of recommendations with colleges

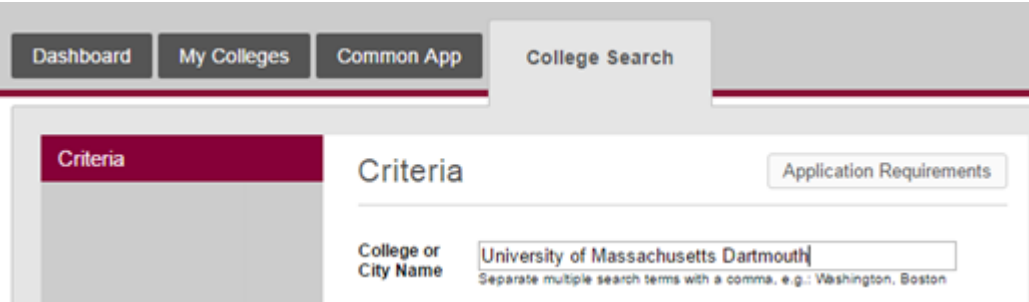
Education Section on www.commonapp.org

- Add Framingham High School as your “Current or Most Recent School”
- Date of Entry: **August 2020**
- Filling in these two pieces is enough to sign the **FERPA** agreement

The screenshot shows the Common App interface. At the top, there are navigation tabs: Dashboard, My Colleges, Common App (selected), College Search, and Financial Aid Resources. Below the navigation is a sidebar menu with options: Profile (checked), Family, Education (selected), Testing, Activities, Writing, and Courses & Grades (1 college(s) require). The main content area is titled 'Education' and contains a section for 'Current or Most Recent Secondary/High School'. The field is filled with the following information: 'Current or most recent secondary/high school *', 'Framingham High School', '115 A St', 'Framingham, MA 01701-4195', 'USA', 'Public', and 'CEEB Code : 220842'. There are also 'Video Tutorials' and 'Preview' buttons in the top right corner of the Education section.

Signing the FERPA Agreement

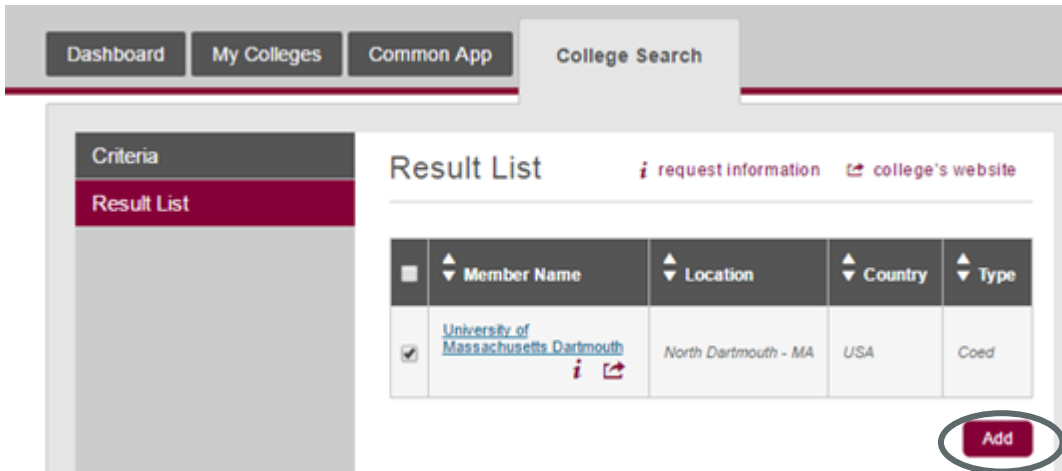
Step 1: Add any college to your list through the “College Search” tab



The screenshot shows the 'College Search' tab selected in the navigation bar. Below the navigation bar, there is a 'Criteria' section with a search input field containing 'University of Massachusetts Dartmouth'. To the right of the search field is an 'Application Requirements' button. Below the search field, there is a note: 'Separate multiple search terms with a comma, e.g.: Washington, Boston'.



Note: You can add any college here even if you're not going to apply to that school. This will probably be true for some of you that do not have schools who use the Common Application. You can always add one to sign the FERPA and add as many schools as you need later!



The screenshot shows the 'College Search' tab selected in the navigation bar. Below the navigation bar, there is a 'Result List' section. The 'Result List' section has a table with the following columns: Member Name, Location, Country, and Type. The table contains one row for the University of Massachusetts Dartmouth. Below the table, there is an 'Add' button circled in red.

<input type="checkbox"/>	Member Name	Location	Country	Type
<input checked="" type="checkbox"/>	University of Massachusetts Dartmouth	North Dartmouth - MA	USA	Coed

[i request information](#) [college's website](#)

Add

Signing the FERPA Agreement

Add any college to your list through the “College Search” tab

Dashboard My Colleges Common App College Search Financial Aid Resources

College Search

Application Requirements

College or City Name

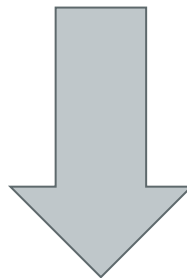
University of massachusetts dartmouth

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

1 result Sort by: College Name

+ University of Massachusetts Dartmouth
North Dartmouth, MA - USA



← Search results

University of Massachusetts Dartmouth

Contact Info

Phone: [\(508\) 999-8605](tel:5089998605)

Email: admissions@umassd.edu

Address: 285 Old Westport Rd
North Dartmouth, MA 02747
USA

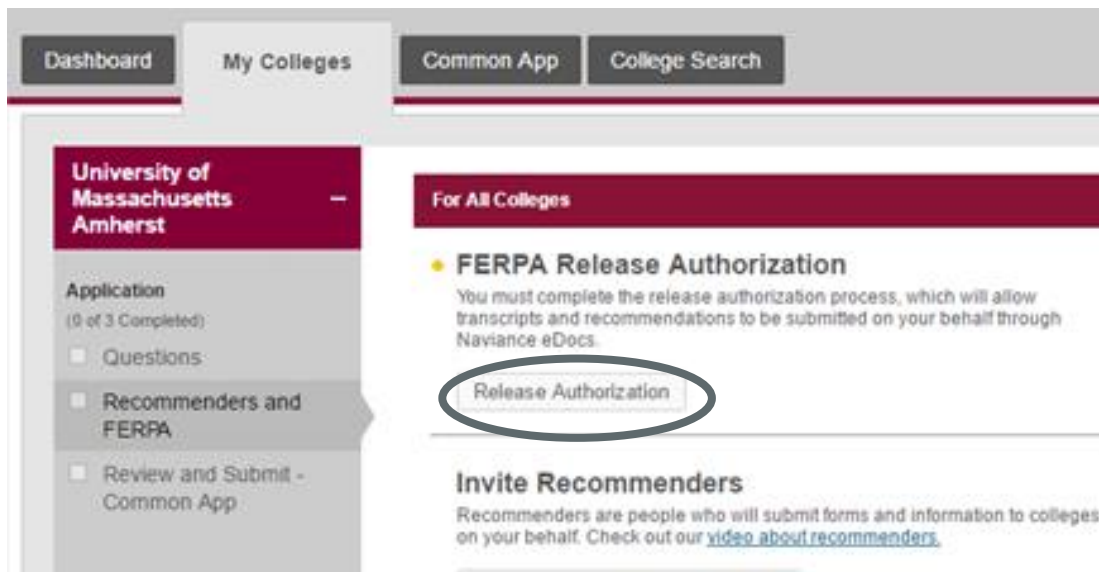
Links: [College Website](#) · [College Navigator](#)

Add to My Colleges

Note: You can add any college here even if you're not going to apply to that school. This will probably be true for some of you that do not have schools who use the Common Application. You can always add one to sign the FERPA and add as many schools as you need later!

Signing the FERPA Agreement

Step 3: On the “My Colleges” Tab, click on your college and then click on “Recommenders and FERPA. After that, click “Release Authorization”



The screenshot displays the Naviance user interface. At the top, there are navigation tabs: "Dashboard", "My Colleges", "Common App", and "College Search". The "My Colleges" tab is active, showing a list of colleges. The "University of Massachusetts Amherst" is selected, indicated by a minus sign. Below the college name, there is a section for "Application" with a progress indicator "(0 of 3 Completed)". The application steps are: "Questions", "Recommenders and FERPA" (which is highlighted with a grey arrow), and "Review and Submit - Common App". In the main content area, there is a section titled "For All Colleges" with a sub-section "FERPA Release Authorization". This section contains the text: "You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs." Below this text is a button labeled "Release Authorization", which is circled in black. Below the button, there is a section titled "Invite Recommenders" with the text: "Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#)."

Signing the FERPA Agreement

“Releasing Authorization” means that Framingham High School can send your colleges your Transcript and your Letters of Recommendation.

Release Authorization

1 Instructions > 2 Form

The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond.

1. How does FERPA relate to your college application?

FERPA gives you the right to review confidential letters of recommendation under certain circumstances IF:

- You are enrolled in college and that college saves the recommendations for enrolled students, OR
- You are 18 or older.

2. In a moment you'll be asked if you want to waive this right. Why would you want to do that?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may refuse to write a letter for you unless you waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

3. Still unsure how to respond?

- That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or your parent/legal guardian. For more information about FERPA, visit the [Help Center](#).



I have fully read and understood the FERPA Release Authorization explanation above. *

Cancel

Continue

Check off the box that says “I have fully read and understand the FERPA Release Authorization Explanation Above” and click continue.

Signing the FERPA Agreement

- Check off the first box to release your records to colleges.
- Waive your rights to review your letters of recommendations. Colleges prefer students check this off to give your application credibility to admissions

Release Authorization

1 Instructions > 2 Form


I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf. *

Please select one: *

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.** *

Signature * Date * 

Electronically
Sign, Date
and hit
Submit

Now your screen should look like this:

The screenshot shows a web dashboard with the following elements:

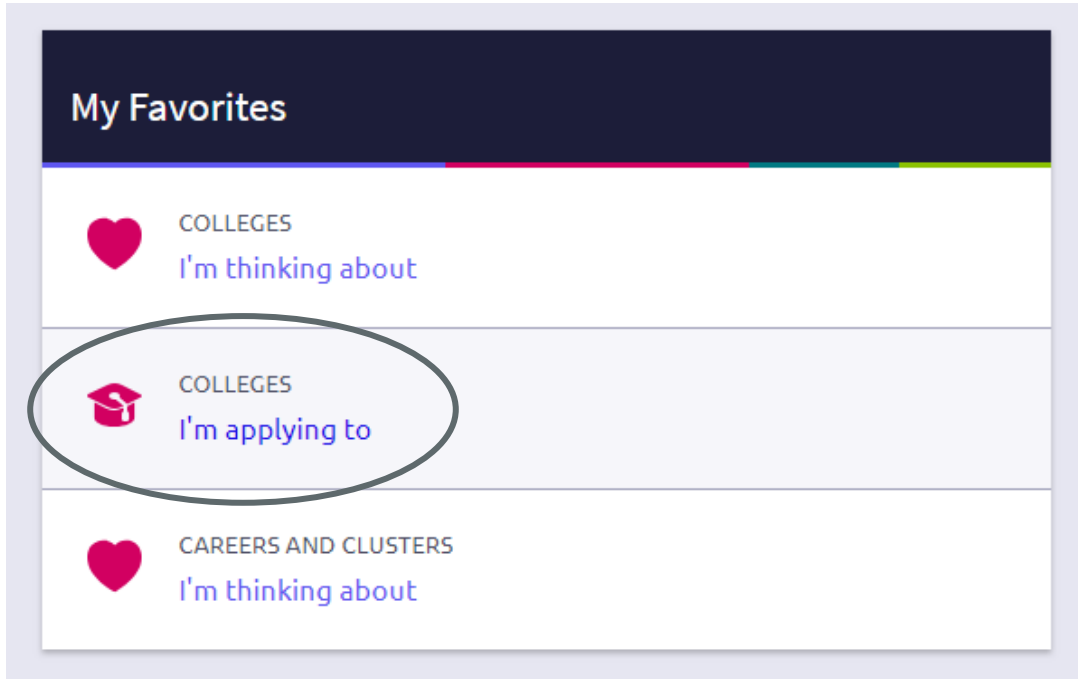
- Navigation Tabs:** Dashboard, My Colleges (active), Common App, College Search, Financial Aid Resources.
- Sidebar Menu:** My Colleges, Duquesne University, Stonehill College, University of Massachusetts Amherst (selected), College Information, Application, Questions, Recommenders and FERPA (checked), Review and Submit - Common App, University of New Hampshire.
- Main Content Area:**
 - Recommenders & FERPA** (highlighted with a dashed blue box)
 - ✓ FERPA Release Authorization**
 - [View Details](#) ▾
 - Invite Recommenders**
 - Recommenders are people who will submit forms and information to colleges on your behalf. Check out our [video about recommenders](#).
 - [Invite Recommenders](#) (button)
 - ✓ Counselor**
 - Your school is using Naviance for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific your school regarding these documents. If your counselor wishes to submit forms via mail, you can download forms that can be completed on paper and mailed to each institution to which you apply.

Linking CommonApp and Naviance

FHS sends your transcripts and Letters of Recommendation through Naviance, so Common App and Naviance need to be linked to ensure all the information ends up in one place.

*The next two slides explain how to link your Naviance and Common App accounts

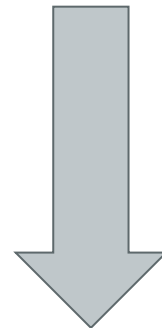
Step 1: www.connection.naviance.com/framingham



- Log in to the Naviance website at www.student.naviance.com/framingham
- Under “My Favorites” - Click on **Colleges I’m applying to**

Step 2: www.connection.naviance.com/framingham

- Click on “Match Accounts”



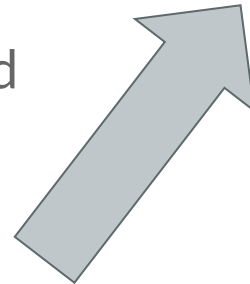
Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts

Once you hit match accounts, you will automatically be directed to log-in to your Common App account, and your accounts will then be matched!



BEFORE you request your transcript....

- Do you need a letter of recommendation from your school counselor?
 - *This is typically listed in the Admissions section of a college's website*
- If so, fill out the “Student Information Packet” found in your counseling office and then make an appointment with your school counselor
- You must meet with your counselor at least **15 SCHOOL DAYS** before your earliest application deadline

-FIND YOUR COUNSELOR BELOW-

Gold House:

Mrs. Khazai's students

Mr. Childs students

Green House:

Ms. Jones's students

Mr. Walcek's students

Blue House:

Ms. Donovan's students

Mr. Burrill's students

Silver House:

Mrs. DeSimone's students

Ms. Monaco's students

Welcome Academy:

Ms. McIntosh-Case's &

Ms. Trayer's students

Student Success Center:

Ms. Borr's students

You're ready to request that your transcript to be sent to colleges!

- Sign off on the top that you completed the earlier steps of matching your Common App and Naviance Account, completing the FERPA and meeting with your counselor about your letters
- Fill in the names of your colleges
 - Some schools, such as UMass, have many campuses (ex: Amherst, Dartmouth, Lowell, Boston). Please indicate to which campus you are applying!
- Indicate whether you will be applying via the CommonApp, your college's website, Coalition app
- Indicate the type of admissions application (ex: Regular Decision, Early Action, etc.)

GOLD
house



CHILDS KHAZAI

GREEN
house



JONES WALCEK

BLUE
house



BURRILL DONOVAN

SILVER
house



DESIMONE MONACO

WELCOME
academy



**MCINTOSH-CASE +
TRAYERS**

STUDENT
academy
SUCCESS



BORR

Important Dates for Requesting Transcripts

Transcript Request Form Due	Application Deadline
September 20 th 2023	October 15th 2023
October 11 th 2023	November 1st 2023
October 24 th 2023	November 15th 2023
November 6 th 2023	December 1st 2023
November 21 st 2023	December 15th 2023
December 4 th 2023	January 1st 2024
December 15 th 2023	January 15th 2024
January 4 th 2024	February 1st 2024
January 25 th 2024	February 15th 2024
February 2 nd 2024	March 1st 2024

Frequently Asked Questions

1. How do I know if I need a Letter of Recommendation from my counselor?

You can find this information on the Admissions section of each school's website. If it does not list "Counselor Letter of Recommendation" or "Secondary School Report" as part of the application, then you do not need a letter from your counselor. Schools do not want extra letters, so do not send one if they do not require it.

2. What if the **four year colleges** to which I am applying to do not use Common App for their application or I choose to use the application on the school's website? Do I still need to complete all these steps?

Yes, you still need to do all of this and create a CommonApp account, even if you are not applying through CommonApp. You can use any school to fill out the education section, even if you don't plan to apply there. After CommonApp and Naviance are matched, you can proceed to apply via the school's website.

Frequently Asked Questions

3. I know I am only applying to Community College. Do I still need to do this?

You still need to fill out the transcript request form to make sure your final transcript is sent to your community college of choice. You **do not** have to match CommonApp and Naviance by creating a CommonApp account.

4. My CommonApp account says that FHS did not send my transcripts and it is well past my deadline! My college is emailing me! What should I do?

99% of the time, the college has already received your transcript from FHS. It often takes colleges a minimum of one to two weeks to recognize what they have received and update their systems. With any concerns, you should call the admissions office of the college directly to confirm submission of your materials.

Frequently Asked Questions

5. I sent my transcript before Term 1 grades were out and now some of my colleges are requesting my Term 1 grades. What should I do?

Term 1 Grades will automatically be sent to schools when available. This does not include teacher comments or midterm exam grades.

6. What about my Midyear grades? Will they be sent?

Your midyear grades (Term 1 and Term 2) will be automatically sent when they become available in February. This does not include teacher comments or midterm exam grades.

**Need help with creating a CommonApp,
linking your accounts, or submitting your
transcript?**



Come visit the College & Career
Center (K002) to see Mrs. Erikson!