

Transcript Request Instructions for current BHS students

- Complete and submit a [Transcript Release Form](#) with the one-time annual **\$5.00** fee to Mrs. George in the BHS Guidance Office in ONE of the following ways.
 - Drop off the completed form and payment to the BHS Guidance Office.
 - Mail completed form and payment to BHS Guidance Office, 3581 Center Rd., Brunswick, OH 44212
- Once the Transcript Release Form and \$5.00 fee have been received and processed, transcripts may then be requested through Naviance Student.
 - Login to Naviance Student: <http://connection.naviance.com/brunswickhs>
 - Select **College Home** in the top right corner
 - Select Manage Transcripts under **Apply for Colleges**
 - Select the red plus sign and select **Other Transcript**
 - Complete the information where to send the transcript (for scholarships & athletics & NCAA)
 - If you need an **UNOFFICIAL** transcript for yourself, put your name in the recipient box and in the Notes section, write “Call down when ready to pick up”
 - **UNOFFICIAL** can be used to upload to an online application or send with your application packet.

Senior Final Transcript Requests

Final Transcripts prove high school graduation and must be sent to your college for scheduling and financial aid.

- 1 - Login to Naviance Student : <http://connection.naviance.com/brunswickhs>
- 2 - Edit  applications on "Colleges I'm Applying To" list with **RESULTS** of **ALL** applications
- 3 - **ALL** applications must have a result: Accepted, Denied, etc. Select Update.
- 3 - Complete "College I am Attending" box and hit update

College that I am attending
Clark Western Reserve Univ.  **UPDATE**
- 4 - Select "Manage Transcripts" at top of college list


- 5 - Choose **ONE** school to send your final BHS transcript

1 of 3 items

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Final Transcripts are sent by the end of June once transcripts are finalized with all grades