

New Transcript Request Process!!

To cut down on paper, and to make this process more efficient, all transcripts requests must now be made online through your **Naviance** Family Connect account. This account can be accessed from anywhere you have the internet, even your smartphone!

Instructions:



★ At school, go to the FMHS homepage, scroll down, and click on the link on the left. Sign in with your parent bridge username and password.

★ At home, go to <http://connection.naviance.com/fruita> and sign in with your parent bridge username and password.

★ Click on the “Colleges” tab, and then click on the “colleges I’m applying to” link.

★ If you have already added colleges, click on the “request transcripts” link and check the box next to each college you would like an official transcript sent to.

★ If you have not added colleges, click on “add to this list” and use the college look-up tool to add colleges to your profile. Check the box that says “request” next to the college and then make sure you “add colleges.”

★ To check on the status of your request, go back to the “Colleges” tab and click on “colleges I’m applying to.” You will see a column titled “transcripts” and it will show “requested,” “sent,” or “no request.”

★ **REMINDERS:** It can take up to 5 days to process transcript requests, so don’t wait until the last minute. Transcripts that cannot be sent electronically through EDocs will have a \$0.44 charge for postage. The first three transcripts are free, after that, a fee of \$2.00 per transcript will be added to your account.