

## Request for Transcript – Current MFHS Student

All students should now be using their **Family Connections** account to request transcripts. Family Connections is the parent and student component of Naviance, the new data system being implemented at MFHS. This system allows for electronic request and submission of transcripts and provides a tracking number for students and parents to verify that a transcript has been sent. It is **VERY IMPORTANT** students monitor their account regularly to ensure that all materials have been processed as requested and all dates and deadlines are met.

**If you have trouble logging in**, make sure you are not including any extra characters and/or spaces in your username or password. If you continue to have difficulty, please contact your counselor.

If you need a **MID-YEAR TRANSCRIPT** and/or **MID-YEAR REPORT**, please see your counselor or Mrs. Meyer in Student Services. **DO NOT create a new, second request for a college already on your transcript list.**

### Requesting Transcripts

1. Log in to your Family Connection account: [www.Connection.Naviance.com/MFHS](http://www.Connection.Naviance.com/MFHS).
2. Your **username** is your student ID number. Your **password** is your last name, EXACTLY as it appears in PowerSchool (Case sensitive.)
3. Click on the "Colleges" tab
4. Click on "Transcripts" (left side of screen)
5. Click on "Request Transcripts for My College Application (includes NCAA)"
6. Select the type of application you are submitting (Regular, Early Action, etc.)
7. Click on the "lookup" tool to find your college
8. Select the appropriate school
9. Repeat steps 5-7 for any additional transcript requests
10. Scroll to bottom of page. Click on the yellow box "Request Transcripts."

You are finished. You may log in to see the progress of your request from "pending" to "submitted" to "received." You will also have a tracking number you can reference in the event that the receiving school cannot locate your transcript. ***Please monitor the progress of your transcript request to ensure proper processing.***