December Graduate Instruction Sheet for Counselor Activities

Graduation Survey

1. Login to Naviance
2. Click “About Me” in the top right
3. Click “My Surveys”
4. Click “Surveys Not Started”
5. Click “Graduation Survey”
6. Take this three-step survey and submit your answers

Final Transcript Order

1. Be sure your college or university is on your Naviance application list
2. Pay for your final transcript using MyPaymentsPlus system:
	1. Log into <https://www.mypaymentsplus.com/>
	2. Please look for Official Transcripts: College Applications And/Or Scholarships only
	3. Click on Events & Activities tab
	4. Click on Activities & Services
	5. Click on your child’s name
	6. Complete transcript form (in order to view the online payment option)
3. Complete the Counselor Official Final Request Form:

<https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3D-x3OL5-ROEmquMR_D8kYLW7yQvvZcxZPjcuZL7Mm825UMjU2SExESUk0NlRGWVZGRFUxVU1XUlJHMy4u>