



## Transcript Release Process for Eastview Students & Parents: *Naviance (college application tracking program) & eDocs (electronic transcript service)*

Eastview High School uses an on-line service for ordering current student transcripts – **eDocs through Naviance Family Connection**. This service not only makes it easy to order and send transcripts – *most colleges prefer applications that are submitted electronically*. **eDocs** has been integrated through **Naviance Family Connection**, the web-based tool Eastview High School uses to track and organize the college application process. **eDocs** provides the convenience of ordering transcripts 24/7 online, with security and confirmation, and adheres to the transcript format preferred by colleges.

**All seniors must utilize their *student* Naviance account** in order to **request official transcripts**. Here are step-by-step directions for completing this process (see reverse side for additional screen shots of payment process):

1. Access the link to **Naviance Family Connection** through the EVHS home page. **Registered users:** enter the username (email) and password you used in the past (when you originally set up your Naviance account). **New user? Need help with your account? Contact the Counseling office at 952-431-8914 or your Counselor!**
2. In your ***student* Naviance Family Connection** account, click on ‘colleges’, then ‘colleges I’m applying to’. *Add all colleges to your apply list and choose correct deadlines.*
3. In your ‘colleges’ tab, and ‘colleges I’m applying to’, open ‘**request transcripts**’. Select from ‘current applications’ already in your apply list, or add schools under ‘new applications’. Be sure to click **Request Transcripts** (*bottom of the page*) in order to submit the request. Upon completion of this process you will see a confirmation page with a green box. You may check back to the transcripts link at any time to view the status of requested transcripts.
4. For **other types of transcripts**, go to your ‘colleges’ tab. Click on ‘**transcripts**’ on the left side of the page under ‘resources’. Select ‘**request transcript for scholarship or athletics**’. Enter all information as indicated. **NCAA transcript: you must first register with the NCAA Eligibility Center. After you register with the NCAA, request the transcript on Naviance (as if it is a college) and pay for it on FeePay.**
5. **There is a \$5 fee for each official transcript.** Payment must be made through **ParentVUE/FeePay** before your official transcript will be issued: <https://mn0196vue.tiescloud.net/mn0196/> (*Fee waivers may be available for eligible students – see your Counselor.*)
6. Log-in to your **ParentVUE** account (you may need to create your account). Once in **ParentVUE**, click on **FeePay** in the side menu bar. Click on the ‘Activities’ box. Scroll through list and look for the activity name **2017-18 Transcripts** (or use the search function). Click the button on right – “Add to Cart” and indicate # of transcripts.
7. Provide the information requested in the form in order to complete payment for a request for an official transcript. (*Honors rank eligible students – request Honors transcript*). You will need to **fill out this form, add it to your cart, and repeat the process** for each transcript you request. Check out and pay with a credit card.
8. Your payment through **ParentVUE/FeePay** will be matched with your request placed in **Naviance** and transcripts will be issued to the appropriate destinations. Please contact Jolene Veldhuis, college support staff, at 952-431-8914 or at [jolene.veldhuis@district196](mailto:jolene.veldhuis@district196) for any questions or concerns with the transcript process.

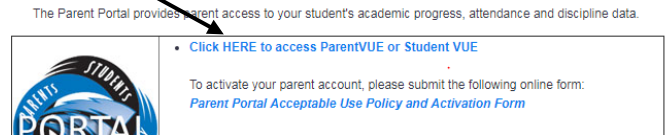
**NOTE: Students MUST be registered with NAVIANCE in order to request transcripts (NOT done in parent’s Naviance).**

**We will NOT accept a request for a transcript on paper or email.** [www.connection.naviance.com/evhs](http://www.connection.naviance.com/evhs)

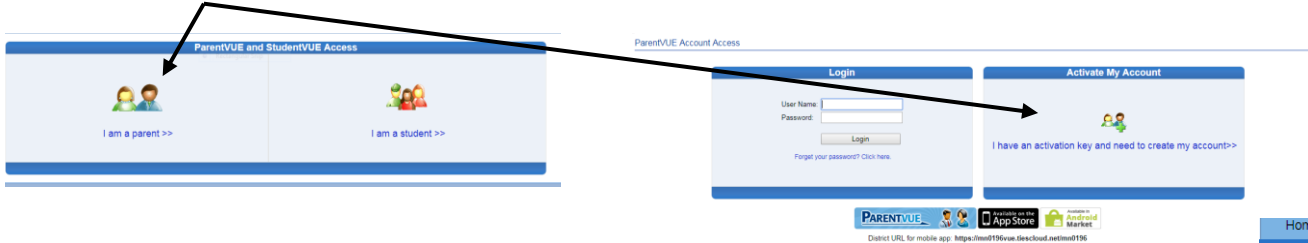
**PAYMENT PROCESS – ParentVUE/FeePay**



Payment must be made through **ParentVUE/FeePay** before your official transcript will be issued. At EV homepage:

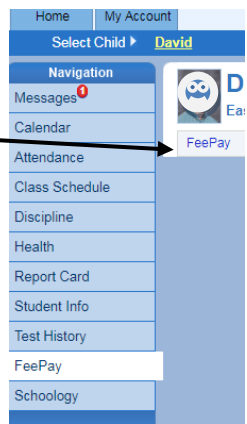
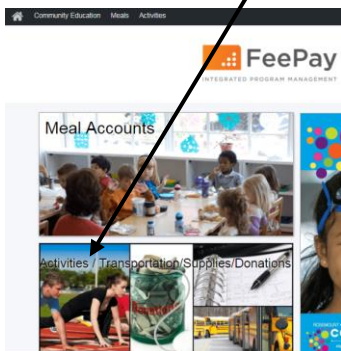


**Activate your ParentVUE account (if 1<sup>st</sup> time accessing)**



Once in **ParentVUE**, click on **FeePay** in the left menu and click again under student name/picture.

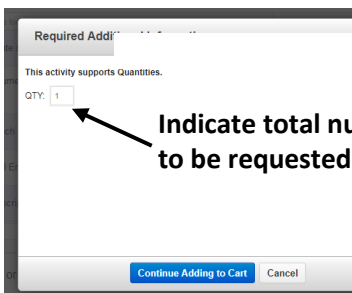
Next, click on the **'Activities'** box.



Scroll through (or search) for the activity name: **'17-18 Transcripts (10<sup>th</sup>-12<sup>th</sup> Grade)'**. Click yellow button on right **Add to cart**:

Item	Amount	Action
Jun 7, 2018 17-18 Transcripts (10th-12th grade) EVHS at Eastview High School	\$90.00	Add to cart
Jun 7, 2018 17-18 Instrumental Ensembles (10th-12th grade) EVHS at Eastview High School	\$90.00	Add to cart
Jun 7, 2018 17-18 Speech (10th-12th grade) EVHS at Eastview High School	\$90.00	Add to cart
Jun 7, 2018 17-18 Vocal Ensembles (10th-12th grade) EVHS at Eastview High School	\$90.00	Add to cart
Jun 28, 2018 17-18 Transcripts (10th-12th Grade) at Eastview High School	\$5.00	Add to cart

Fill out the **2017-18 HS Transcripts** form and click **Submit**



Indicate total number of transcripts to be requested.

Provide the information requested in the form in order to complete payment for a request for an official transcript. (*Honors rank eligible students – request **Honors** transcript*). You will need to **fill out the form, add it to your cart (click submit)**, and **repeat the process** for each transcript you request. *Be sure to change the name of the school for additional requests.* Check out and pay with a credit card.