To Request and Pay for an Official Transcript be Sent to a College:

**\*\* YOU CANNOT REQUEST A TRANSCRIPT WITHOUT FIRST ADDING YOUR COLLEGE(S) TO NAVIANCE!\*\***

* First add your school/s that you are applying to, to your Naviance account.
* After adding the school/s, go to the North Cobb High School Counseling Office.
* Request a transcript via the front desk clerks.
* Complete transcript record card.
* Pay $2.00 per school.