

Loudoun Valley Transcript Request Process

Step 1: Email [Transcript Request Form](#) to LVtranscriptrequest@lcps.org Please be sure to sign the document. Requests for students under the age of 18 must have a parent/guardian signature.

Step 2: Log into your Naviance Student account via LCPSGO and go to the “College Tab” to add the College/University to the “College I’m Applying to” list. Watch this how to video: [Building a List of Colleges I'm Applying To](#)

Step 3: If you are applying with the Common Application you will need to match your Naviance and Common Application. Watch this how to video: [CA Registration and Account Matching](#)

Step 4: Identify if you need letters of recommendations from school staff.

Counselor Letter of Recommendation: Be sure to indicate on your Transcript Request Form that you need a Counselor Letter of recommendation. Then, email your counselor your [Student Insight Sheet](#), [Parent Insight Sheet](#), and - if you have one already completed - your updated resume at **least 2 weeks before your deadline!**

Teacher Letter of Recommendation: Reach out to your teacher to ask if she/he will be a recommender for you. After they have agreed to write you a letter, log into Naviance and request a teacher letter of recommendation. Watch this how to video: [Teacher Letter of Recommendation Requests](#)

Step 5: Log into your [ACT](#) and/or your [SAT](#) accounts and request an official copy of your test scores to be sent to EACH of the colleges/universities that you are applying to. LCPS is not able to send your scores!