

WAVERLY VIKINGS

CLASS OF 2024

Requesting a Transcript in Naviance Student:

- 1) Click on Classlink
- 2) Click on Naviance
- 3) You are on the Homepage
- 4) Click on the **WHS Transcript Request** link under

Welcome to Naviance

(top right-hand corner)

- 5) Follow all instructions carefully and submit your transcript request at the bottom.



You will need to follow this process for
EACH transcript you want sent.