

COLLEGE APPLICATION GUIDELINES 2023-24

Step 1: Transcript Release (After September 1st of senior year)

- Sign and return one **Transcript Release Form** to the School Counseling Office – *this will allow your counselor to submit your transcript in the fall once the following steps are completed.*

Step 2: Enter your colleges into Naviance and request your transcript • To add your school to your Naviance account:

- Log onto Naviance Student
- Under **My Favorites**, click on **Colleges I'm Applying To**
- Use the **Pink Plus Sign (+)** to add all of your schools to your list
- Select your school, indicate the **App Type** (ie regular decision) and how you are **Submitting your App** (ie Common Application).
- Click on **Add and Request Transcript**- then click on “initial” transcript
 - • **NOTE:** If you had already added the school to your list, you must go back in and click on the + *Request Transcript* beneath the Pink Plus sign to send the transcript.
- **You must enter all of your schools into Naviance, even if they do not use the Common Application.**
- Click on **Colleges**, then **Colleges I'm Applying To** in the drop-down box, and then **Manage Transcripts**. This will show you the status of your transcript request. **Requests require a minimum three weeks processing time.**

Step 3: Recommendations

Teacher Letters: Most four year colleges request 1-2 academic letters. Any outside letters from a community member should be emailed or mailed directly to your college admissions office(s).

To request your SHS Teacher Recommendations using Naviance:

- **Speak to your teacher in person prior to requesting his/her recommendation in Naviance. Provide your teacher with a teacher brag sheet (available on Canvas or on the SHS website). Teachers require a MINIMUM of three weeks notice to write a letter of recommendation.** • Go to the **Colleges** to link on the upper right
- Go to **Apply to College** then to **Letters of Recommendation** and then **Add Requests**
 - Select the teacher that you have asked for a recommendation
 - Select the colleges where you want that teacher to send their letter of recommendation. Include a brief note to the teacher in the box provided to thank them and to provide the application deadline.
 - Click **Submit Request**
 - **NOTE:** If your college(s) limit your number of teacher letters of rec, it is your responsibility to make sure you are indicating it correctly in Naviance.

If a Letter from your Counselor is requested by the college

- In your Naviance account, go to the **About Me** link, click on **My Surveys**, then **Surveys Not Started**. • Choose the 2 survey(s) you need to complete:
 1. **Student Brag Sheet for Counselor** 2. **Parent Brag Sheet for Counselor**
- **Email your counselor when the brag sheets are complete to request a letter. This email and brag sheets must be completed three (3) weeks before your first college deadline.** • When you have completed the survey, click on the **save and I am finished** button at the bottom of the page. If you do not complete it in one sitting, click on **save and return later**.

Step 4: Check to see if the college/university requires SAT/ACT scores. If you have SAT and/or ACT scores that you want to send, YOU must request them to be sent to your college(s). **All SAT and ACT scores must be requested directly from the testing agency**

To request **SAT** and/or **AP** scores, go to www.collegeboard.org

To request **ACT** scores, go to www.actstudent.org

Note: The many colleges continuing to be test optional; check the individual college websites for each college's policy.

*****CONTINUE ON TO STEP 5 ONLY IF YOU ARE USING THE COMMON APP*****

Step 5: Create a Common Application Account

Go to <http://www.commonapp.org/login>

- In the upper right-hand corner, click on **Apply Now**
- Click on **Create an Account** and follow the prompts for setting up your Common App account **To add a college:**
- Sign into your Common App account
- From the homepage, click on the **College Search** tab and type in the name of a school you are planning to apply to. You do not need to complete all of the information on that page. • If a list of schools appears, select the correct one and submit. You will now see that college listed under the **My Colleges** tab
- Enter all colleges that you plan to apply to

Step 6: Sign the FERPA waiver on your Common App account You MUST complete the FERPA waiver on your Common App account in order to sync your account with Naviance. To do this, you first need to "Add" at least one college that you are planning to apply to as well as indicate where you currently attend school (SHS). **To add SHS:**

- Sign into your Common App account
- Click on the **Common App** tab
- On the left hand side of the screen, click on **Education**
- Under **Current or Most Recent Secondary School**, click on **Find School**
- Type in *Southington High School* and then select it and click on **Continue To sign the FERPA waiver:**
- Sign into your Common App account
- Click on the **My Colleges** tab
- On the left hand side of the screen, click on **Recommenders and FERPA**. If you have already added several colleges, it does not matter which one you complete the FERPA under. After you do it one time, it will automatically apply to all schools listed and that you add in the future.
- Click on **Release Authorization**
- Follow all prompts and check off the appropriate boxes. At the end, you will be asked to sign the release. Type in your name and click on **Save**.

Step 7: Log onto Naviance and "match" your Common App and Naviance accounts

- Log on to your Naviance account.
- Click on the **Colleges** tab, then pick "*Colleges I'm Applying To*" on the drop-down list. • Click on **Match Accounts** in the pink box. Enter the email address that you used to create your Common App account and then click on **Match Accounts**.