

## NAVIANCE

<http://connection.naviance.com/somershs>

You will use Naviance to request teacher recommendations, to match your Common App account and to request transcripts.

### SHS Teacher/Counselor Recommendations:

**\*\*DO NOT REQUEST LETTERS FROM SHS TEACHERS OR COUNSELORS THROUGH COMMON APPLICATION\*\***

- **For Teacher Recommendations:** Ask no more than **2 teachers** in person if they would be willing to write a letter of recommendation. If they say yes, come to the **CCC** to pick up the melon colored teacher recommendation form and attach your Naviance Activity Resume. Give both forms to the teacher.

**Then go to Naviance > Colleges (top right corner)> Colleges Home > Letters of Recommendation > Add Request.** Select the teacher(s) in the dropdown and click **Submit Request**.

- **For Counselor Statement:** To request a letter of recommendation from your counselor you will need to fill out **both** the **green Senior Interview** form and have your parent(s) fill out the **purple Parent Brag Sheet** then return them to your counselor. Counselors will upload your letter as a "Written Statement" in Naviance as long as you provide us with the necessary forms **3 weeks prior to any due dates**. Counselors will complete the required **Common App School Report** in Naviance for seniors applying to Common App colleges and include the counselor written statement (if requested).

### Match Common App with Naviance:

- Register on Common Application and then go to Apply Now
- Enter our high school information in the Common Application tab under **Education**. Use the **CEEB code 070683** to find us (there is more than 1 Somers High School).
- Go to the College Search section and **add at least 1 college**. Under this college's name, click on the FERPA authorization. You **must** complete the **FERPA authorization in the Common App first** to match your account with Naviance.
- Log into **Naviance > Colleges > Colleges I'm Applying To and Method of Application**
- Click on **Add to This List** and enter the email that you used to create your common application account and date of birth and click **Match**.

### Requesting a Transcript:

- After adding colleges to your list, **click the Request Transcripts** link to officially request your transcript be sent to the college.
- You must also fill out the **College Application Transcript Release Form and the Transcript Request Forms**, which can be found in the CCC.
- Transcripts will **only** be sent to those colleges that students request in both places.

## COLLEGE APPLICATION CHECKLIST

### STUDENT RESPONSIBILITIES:

- Ask no more than 2 teachers for recommendations using melon color *Teacher Recommendation form in the CCC* and through Naviance.
- If you need or would like a counselor letter, ask your counselor well in advance (at least 3 weeks prior to any college deadline) and fill out the Senior Interview and Parent Brag Sheet.
- Create Common App account provided that any of your colleges require it (this is very likely). Remember to **write** down your Common App email and password.
- Complete Common App FERPA waiver and Match your Common App and Naviance accounts. We advise students to **waive** your right to access teacher recommendations on the FERPA privacy waiver.
- Submit applications electronically, including essay(s) and application fee.
- Request high school transcripts using the College Application Transcript Release Form, the Transcript Request Form and in Naviance. Please allow for at least 3 weeks before deadlines if a counselor statement is required and 2 weeks if a counselor statement is **not** required.
- Request SAT/ACT scores be sent to each of your schools that require them. Requests are made directly through websites (SAT = collegeboard.org / ACT = actstudent.org).
- Complete Financial Aid forms (FAFSA) and CSS Profile (if required by your colleges) with your parents-earliest FAFSA submission is October 1<sup>st</sup>.
- Check with college financial aid offices to see what other financial aid documents must be completed (i.e., CSS Profile, Colleges own institutional forms etc.).
- Check for Local Scholarships in the CCC.

### COUNSELING OFFICE RESPONSIBILITIES:

- Assist with the college process.
- Counselor will write a counselor letter for any student who needs or wants one once student provides the necessary forms to the counselor and at least 3 weeks prior to any deadline. This "Written Statement" will be uploaded into Naviance.
- Counselor completes Common App School Report for the student.
- Once a transcript request is received, the CCC will send official transcript, current senior year course schedule, counselor letter (if requested) and/or required school forms along with official School Profile.
- The CCC will automatically send **first quarter and mid-year grades** and reports to **all colleges** to which you have **previously requested transcripts sent**.
- Upon graduation, a final transcript will automatically be sent to the one college that you indicate in Naviance that you will be attending.