

## CLC College Application Process

1. Apply to the school on their own college website or on CommonApp.org.
2. Add the schools that you have applied to on your Naviance account. Naviance is how everything is sent, if the school is not listed, nothing can be sent. Schools applied to on Common App will automatically be added to your 'Colleges I've Applied to List' when you match your Naviance and Common App account. ***This will be done on Naviance! Accounts must be linked if you're using Common App to apply to any schools!***
3. If letters of recommendation are needed, talk to the teacher/coach/counselor and fill out the ***google form under College Resources on the Student Services page on the CLC website***. Letters will not be written for you if the person is not contacted, and if the google form is not filled out.
4. Add teacher/coach/counselor on Naviance under the Colleges Home tab. Letters will be uploaded on to Naviance by the teacher/coach/counselor. **DO NOT invite anyone on Common App!** If a letter needs to be written by a boss, mentor, or anyone outside of school, they will have to send their letter on their own in the mail or via e-mail.
5. Once schools are added to your colleges list on Naviance, Common App and Naviance accounts are matched (if needed,) and Recommenders are invited, you can come to the College and Career Center to fill out a BLUE transcript request form!
6. This is our form with your signature stating everything above is complete and the school is awaiting my official documents! Turn that form in to me when it's complete! Each school will need a transcript request form.
7. We can't send your transcript until ***everything*** else is uploaded by teachers and counselors on Naviance! Everything has to be sent together, so plan ahead and ask questions if you have them!

**Remember the College and Career Center is now located in the library!! Please make an appointment with me if you have any questions at all! You can use your study halls to come to the College and Career Center to do school research, attend college visits, and apply to schools!**

**-Ms.McKenna (Ms.Allen)**