



Briarcliff High School

COUNSELING OFFICE

444 Pleasantville Road
Briarcliff Manor, NY 10510
(914) 769-6299, Ext. 3125
Fax: (914) 432-8210

August 2020

Dear Senior Student/Parent or Guardian,

The College Application Submission Process includes the following components: The Counselor, The Teacher, Standardized Tests, and of course, you, The Student and The Parent. Your counselor will generate and send your Transcript, the Secondary School Report (SSR), the Counselor Letter of Recommendation, and the School Profile to the colleges to which you're applying after course schedules are finalized in mid-September. Your chosen teacher(s) will submit your Teacher Recommendations after you request them in Naviance. The College Board and ACT will send your test scores *per your request*. **It is your responsibility to send your test scores by way of The College Board and/or ACT.** You must also complete and submit your applications.

In order for this process to begin, you must complete the first five steps by **August 30, 2020**:

1. Complete the Class of 2021 Transcript Release Form by going to :

[Briarcliffschools.org/our-schools/briarcliff-high-school/school-information/guidance-center/forms](https://www.briarcliffschools.org/our-schools/briarcliff-high-school/school-information/guidance-center/forms). The form will be automatically e-mailed to the guidance office when you complete it.

If you do not return this form, we will not be able to send your transcript to the colleges. Your comprehensive high school transcript to date is included in this mailing. It is imperative that you review all aspects of this transcript including senior year courses in progress, courses completed, final grades, Regents exams and grades, and final weighted GPA. Remember, Physical Education/Dance and Community Service are not calculated into your final GPA. Furthermore, Community Service is not included on the transcript we send to colleges. **If you find any errors on your transcript, please contact your counselor when he/she returns on August 25th.**

2. Create a Common Application account.

- Go to www.commonapp.org. Click "Apply Now" and "create an account." Select "First Year Student." You will then be asked to enter your email address and a password.
- Enter your name on the Common App **exactly as it appears** in Naviance (the program we use to submit your documents electronically). For example, if your name in Family Connection includes a middle name be sure to use your middle name when you create your Common App account. See step four if you want to log in to Family Connection and check your name.



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- Create a contact in your phone labeled “Common App.” Use this to store the email address and password you used to create this account. It will create havoc for you if you do not remember this information later in the fall.

3. Complete the FERPA (Family Educational Rights and Privacy Act) Waiver in the Common App.

- Click the “Common App” tab, click “Education,” and complete the “Current or Most Recent Secondary School” section.
- Next, enter one Common Application college to which you may apply to by clicking the “College Search” tab, search for a school, and click “Add.” You will be able to delete this college later if you change your mind.
- Click the “My Colleges” tab and select “Recommenders and FERPA.”
- Click the FERPA Release Authorization button. Check the box: “I have fully read and understood the FERPA Release Authorization explanation above” and click “Continue.”
- Check the box to authorize release of records.
- Select: “I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.”
- Select: “I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I sign and click Save below.**”
- **IF YOU DO NOT SELECT THE OPTIONS OUTLINED ABOVE YOUR COUNSELOR AND TEACHERS CANNOT WRITE AND SUBMIT LETTERS OF RECOMMENDATION ON YOUR BEHALF. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR COUNSELOR BEFORE CLICKING ANYTHING OTHER THAN WHAT IS RECOMMENDED ABOVE.**
- Sign your name and click “Save.”
- The counselors will be meeting with all seniors at the beginning of school to assist them with the Common Application registration.

4. Log into your Naviance account.

- Go to www.briarcliffschools.org and click “Students” at the top of the page.
- From the drop-down menu, select “HS Students.” From the page, click on “Naviance.” If a blank page pops up, try using a different browser.
- Enter your username (BHS student email address: first name initial, last name, 21@briarcliffny.org - example: Ferris Bueller is FBueller21@briarcliffny.org)
- Enter your password.
- If you try to login and get an error message you do not need to register. You are already registered; you just entered the wrong password.



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- If you forgot your password, click on “forgot your password?” on the bottom. Enter your BHS student email address in the space provided and click reset password. Naviance will send a new password to your school email account. To log into this account, use your BHS user id number followed by @briarcliffny.org as your username. Your password is your network password.
- Create a contact in your phone labeled “Naviance.” Use this to store the email address and password for this account. You should do this for all college application portals you create throughout this process.

5. Match your Common App in Naviance.

- Click “Colleges”
- Click “Colleges I’m applying to”
- Click “Match Accounts”
- Enter your Common App email address and check your date of birth.
- Click “Match Accounts.”

NOTE: Parents can use Naviance as well. Go to www.briarcliffschools.org and click “Parents” at the top of the page. From the drop-down menu, select “HS Parents.” From the page, click on “Naviance.” If a blank page pops up, try using a different browser. Enter your parent portal email as your user name and then enter your password. If you cannot login, please email your counselor and he/she will reset your password. You will receive an email from Hobson’s with the new login credentials. Parents only have viewing rights, they cannot edit. Changes to information can only be done through the student account.

Remember, all the above steps need to be completed **by September 1, 2020**. Students may continue with the remaining steps if they choose to:

6. Add other Common Application Colleges to your Common Application.

- Enter only the Common Application colleges to which you are applying in the “College Search” tab, look them up, select, and click “Add.”
- Note: Common App colleges will automatically, *but not immediately*, populate to your Naviance account. Once these colleges appear on your Naviance list, click the pencil icon to update the “App Type:” Early Decision, Early Action, Regular, Priority, Rolling, etc... **These are the dates your counselor and teachers will use to send documentation in on time.**

7. Add the non-Common Application colleges to which you are applying to your Family Connection account.

- Click “Colleges”



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- Click “Colleges I’m applying to”
- Click the plus sign
- Look up the colleges to which you plan to apply, have started to apply, or have already applied.
- Enter the “App Type:” Early Decision, Early Action, Regular, Priority, Rolling, etc... These are the dates your counselor and teachers will use to send documentation.
- **NOTE: Non-Common App colleges will not auto-populate to your Naviance account without this step.** If a college is not on your Naviance list, your counselor cannot submit transcripts or letters of recommendations and your teachers will not be able to submit their recommendations on your behalf.

THIS STEP MUST BE DONE TO ENSURE THAT TRANSCRIPTS ARE SENT. IT MUST BE DONE AT LEAST 10 SCHOOL DAYS BEFORE THE COLLEGE DEADLINE

8. Request a Teacher Recommendation in Naviance.

- Click “Colleges”
- Click “Apply to College”
- Click “Letters of Recommendation”
- Click “Add Request”
- Select a teacher from the drop-down list.
- You have hopefully already spoken with the teacher, so you do not have to write a personal note to teacher but you may want to let him/her know your earliest application deadline (likely between 10/15 and 11/15).
- Click “Submit Request” at the bottom of the screen.

NOTE: If any of your schools have the “postage stamp” icon, indicating they do not accept electronic submissions, you will have to make arrangements with your recommending teacher(s) to get him/her the stamped, addressed envelope.

- ### **9. Provide your counselor with a stamped envelope to the colleges to which you’re applying, IF NECESSARY.**
- If there is a postage stamp symbol under “Submission Type” next to the colleges you’ve added to the list in Naviance, this means we cannot send your transcript and other documents electronically and you must provide us with a stamped 6” x 9” envelope addressed to the college with BHS’s return address in the left-hand corner. Please put two stamps on each envelope. Your counselor will require receipt of these envelopes at least TWO WEEKS prior to your college application deadline.



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You can now proceed ahead (if you haven't already) to complete your college applications – either through the Common Application or through the individual college/university applications. Included here will be any supplement forms if required by the college/university to which you are applying.

Other things to note:

Road Trip Nation:

This is a new career exploration feature on the Family Connection portal. Near and recent college graduates went around the country and interviewed over 3,500 industry leaders in fields ranging from surf board designers, politicians, doctors, and the creator of Netflix! Parents and students can access this feature under the “Careers” tab of your respective Family Connection accounts. There is a great two-minute video tutorial that can help you get started. The most common first year major in the country every year is “undeclared”. Of the students who enter college with a declared major, over 60% change at least once.

Senior Information Night/Financial Aid:

Financial aid forms may be submitted beginning in October of this year. In light of this, our Financial Aid Night will take place in September. It will be held on September 10, 2020 at 6:00pm. Senior College Information Night will directly follow at 7:15pm. All senior families are welcome at both, though if you do not plan to apply for need based financial aid, it is not necessary to attend the financial aid portion of the evening. Please spread the word about Financial Aid Night to other members of the community, as this event is open to all district families.

Parent Brag and Student Autobiographical Survey:

We started this with students in November in their English classes and talked about it at Junior Information Night. You may find these surveys on Naviance, under the “About Me,” tab and the “Surveys” link. The information you provide helps your counselor write the best possible recommendation letter for you. Please help us help you!

Sincerely,

The Briarcliff High School Counseling Department

Senior Counselor Break Down:

Michael Muranelli (students with last names beginning with A-Harris)
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914-488-8227



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