

Student Name

Graduation Year

Date

Select Your Counselor:

\_\_\_ Colicchia (A-Ch)
\_\_\_ Engelhardt (L-N)

\_\_\_ Jadwin (Cl-G)
\_\_\_ Matchette (O-Sh)

\_\_\_ Vang (H-K)
\_\_\_ Schmidt (SI-Z)

OFFICE USE ONLY

Date Received
Fees Collected

TRANSCRIPT REQUEST FORM

Current SENIORS are required to add all transcript requests in NAVIANCE STUDENT before turning in this form. First 5 transcripts are free, each additional transcript is \$5 each.

1. College Application Deadline (if time sensitive)
2. College Application Deadline (if time sensitive)
3. College Application Deadline (if time sensitive)
4. College Application Deadline (if time sensitive)
5. College Application Deadline (if time sensitive)

1. Sent Date/Staff
Electronic
Paper
2. Sent Date/Staff
Electronic
Paper
3. Sent Date/Staff
Electronic
Paper
4. Sent Date/Staff
Electronic
Paper
5. Sent Date/Staff
Electronic
Paper

IMPORTANT MESSAGES:

- I. If you are using the Coalition Application, please notify your school counselor!
II. Some colleges give you the option of using their application OR the Common Application.

In addition to transcripts, HHS also electronically sends a counselor letter of recommendation and the required Secondary School Report to Common App schools.

- 1. Once you have completed the Education section in Common App you must answer the FERPA question
2. Go to Assign Recommenders then FERPA
3. MATCH your Common App and Naviance
4. In Naviance go to "Colleges I'm Applying To" enter your Common App e-mail address in box and click Match

If you chose not to use the Common Application for a school that gives you an option, please list those schools here:

Blank lines for listing schools not using Common App.

Any forms or letters of recommendation requests should be requested verbally to your counselor. We want to see you to help you with this process.

I hereby authorize Hopkins High School to send the materials requested on this form.

Student Name

Email (Provide the one you check most often)



## STEPS IN THE COLLEGE APPLICATION PROCESS

Throughout your college application process, please be reminded that your counselor is available to assist you with every step. Please reach out to your counselor if you have any questions or concerns.

- ❑ 1. **COMPLETE THE COLLEGE APPLICATION:** Which application are you using?
  - A. College Application
  - B. The Common Application
  - C. The Coalition Application
  
- ❑ 2. **ACT/SAT SCORES:**
  - A. HHS DOES NOT send test scores for students.
  - B. You need to order them online at [www.actstudent.org](http://www.actstudent.org) (ACT) or [www.collegeboard.org](http://www.collegeboard.org) (SAT).
  
- ❑ 3. **OFFICIAL HOPKINS HIGH SCHOOL TRANSCRIPT:**
  - ❑ **REQUEST TRANSCRIPT IN NAVIANCE STUDENT** (Step 1 of 2)
    - A. Click COLLEGE (top right side of screen)
    - B. Click COLLEGES I'M THINKING ABOUT"
      - a. If you have colleges listed here already, then check the boxes to the left of each college, then Click MOVE TO APPLICATION LIST on top of your college list.
        - i. Click which APPLICATION DEADLINE you are applying for
        - ii. Click which APPLICATION TYPE you are applying with
      - b. If you have NO COLLEGES LISTED here, click ADD COLLEGES TO LIST, then check the boxes to the left of each college, then Click MOVE TO APPLICATION LIST on top of your college list.
    - C. For a more detailed instructions on this process, go [HERE](#)
  
  - ❑ **VISIT THE GUIDANCE OFFICE:** (Step 2 of 2)
    - A. FILL OUT and sign the GREEN transcript request form,
    - B. PAY for your transcript(s) (First 5 are free. Any additional are \$5 each)
    - C. DROP OFF any other forms that need to be mailed.
  
- ❑ 4. **LETTERS OF RECOMMENDATION (LOR):**

*Do the schools you are applying to require letters? NOT ALL SCHOOLS DO! Make sure you know the requirements for each school you are applying to.*

  - ❑ **TEACHER:**
    - 1. Meet with the teacher and make the request face to face.
      - A. Ask a teacher politely, in person, to write you a letter of recommendation.
      - B. Complete the Teacher LOR Request form, front and back (If the teacher wants you to).
  
    - 2. After making the request in person, you must send the electronic request through NAVIANCE STUDENT.
      - A. Log into NAVIANCE STUDENT page.
      - B. Click COLLEGE top right side of screen, then Click COLLEGES HOME, scroll down
      - C. Click LETTERS of RECOMMENDATION
        - \*\*\*Give that teacher a minimum of 2 weeks to complete the letter. \*\*\*
        - \*\*\*Make sure that you have already requested your transcript in NAVIANCE STUDENT. \*\*\*  
(Teachers can't send if you haven't.)
  
  - ❑ **COUNSELOR:**
    - A. Log into your NAVIANCE STUDENT page.
    - B. Click, ABOUT ME, top right side of screen, then Click MY SURVEYS, then Click SURVEYS NOT STARTED.
    - C. On the left-hand side, click on the link that has your counselor's name. Answer questions and once you are done, send your counselor an email to notify him/her that you have completed the survey.

**Questions, please connect with your counselor:**

Mrs. Colicchia (A-Ch): [denise.colicchia@hopkinsschools.org](mailto:denise.colicchia@hopkinsschools.org)  
Mr. Vang (H-K): [xee.vwm.vang@hopkinsschools.org](mailto:xee.vwm.vang@hopkinsschools.org)  
Mr. Matchette (O-Sh): [jeff.matchette@hopkinsschools.org](mailto:jeff.matchette@hopkinsschools.org)

Mrs. Jadwin (Ci-G): [shanna.jadwin@hopkinsschools.org](mailto:shanna.jadwin@hopkinsschools.org)  
Ms. Engelhardt (L-N): [ronda.engelhardt@hopkinsschools.org](mailto:ronda.engelhardt@hopkinsschools.org)  
Mrs. Schmidt (Si-Z): [serena.schmidt@hopkinsschools.org](mailto:serena.schmidt@hopkinsschools.org)