

# AHS College Application Checklist

**This checklist must be completed for each college application and submitted to the ALC Guidance Office.**

*Additional instructions to help you request your transcript in Naviance and complete this form are on the back.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

College/University: \_\_\_\_\_

1. Did you apply to this college/university via the **Common Application** website? \_\_\_\_ Yes \_\_\_\_ No
  - If "Yes", please provide your *Common Application*:  
Email Address \_\_\_\_\_ Username \_\_\_\_\_  
Password \_\_\_\_\_
  - Did you complete the required *FERPA Release Authorization* via *Common App*? \_\_\_\_ Yes \_\_\_\_ No
  - Did you complete the *Common App Account Matching* box via *Naviance*? \_\_\_\_ Yes \_\_\_\_ No
2. On what date did you request your **official transcript** to be sent via *Naviance*? \_\_\_\_/\_\_\_\_/\_\_\_\_
3. Are the **SAT/ACT** test scores required to be sent directly from College Board/ACT? \_\_\_\_ Yes \_\_\_\_ No
  - If "Yes", have you requested official SAT/ACT scores from the testing agency? \_\_\_\_ Yes \_\_\_\_ No
4. Do you qualify for an **Application Fee Waiver**? \_\_\_\_ Yes \_\_\_\_ No  
**(ONLY students who receive lunch/textbook assistance or are a 21<sup>st</sup> Century Scholar may qualify for a fee waiver. You will answer NO if the application is free without a waiver.)**
  - Do you need the NACAC Fee Waiver from the ALC Guidance Office? \_\_\_\_ Yes \_\_\_\_ No
  - If no, what kind of Fee Waiver did you use? (Common App, Institutional, etc.) \_\_\_\_\_
5. Does this college/university require **teacher letters of recommendation**? \_\_\_\_ Yes \_\_\_\_ No
  - If "Yes", have you spoken to these teachers and requested their recommendations via *Naviance*? \_\_\_\_ Yes \_\_\_\_ No
  - Please provide the name of these teachers:  
\_\_\_\_\_
6. Have you requested a counselor **letter of recommendation**? \_\_\_\_ Yes \_\_\_\_ No
  - If yes, you are **required** to complete the Counselor Letter of Recommendation Survey in *Naviance*.
  - Have you completed this survey? \_\_\_\_ Yes \_\_\_\_ No


Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\*By signing this form, the student gives the guidance office permission to release a transcript of grades, class rank, and GPA to the college/university indicated. The student understands that his/her transcript will include all semester grades.**

## **Logging-in to Naviance**

- ❖ Go to <https://www.avon-schools.org/ahs>
  - Click the Guidance Tab
  - Click the Naviance Icon
- ❖ Username = Student ID Number
- ❖ Password = Network Password

## **Requesting a Transcript**

- ❖ Log-in to *Naviance*
  - Select the “Colleges” tab ➡ “Colleges I’m Applying To” ➡ 
  - Complete Step 1 (Add Application) then select ADD AND REQUEST TRANSCRIPT
    - Make sure to select the correct App type and how you will submit your application
  - Complete Step 2 (Request Transcript), then select “Request and Finish”

## **Requesting a Teacher Recommendation**

- ❖ Log-in to *Naviance*
  - Select the “Colleges” tab ➡ “Colleges Home” ➡ “Apply to Colleges” ➡ “Letters of Recommendation” ➡ “Add Request”
    1. Select teacher from drop-down box
    2. Select which college(s) this request is for
    3. Include a personal note to remind your recommender of any specific details, including due date
  - Select “Submit Request”

## **Common Application Account Matching via Naviance**

- ❖ In order for counselors to complete the *Common Application School Report*, you must match your *Common App* account to your *Naviance* account:
  - From the “Colleges” tab on your *Naviance* homepage, select “Colleges I’m Applying To”
  - In the pink box, you will select “Match Accounts”
  - Provide your *Common App* email address and date of birth where indicated and select “Match Accounts”

## **Common Application FERPA Release Authorization**

- ❖ If using the *Common App*, you must complete the *FERPA Release Authorization* question found in the “My Colleges” Section under the College Information section “Recommenders and FERPA” tab of the *Common Application*.
  - The “Release Authorization” link must be checked with your *FERPA* decision
  - Students must have at least one college/university added to their account in order to see the “Assign Recommenders” tab.