The College Application Process

The Student's Responsibilities:

- ❏ **Common Application:** Create a Common Application account (commonapp.org) and add at least one college to your "My Colleges" list. If applying to a Common Application school, follow the directions on their website for payment and complete any college specific supplements.
- ❏ **Match Common App to Naviance:** Match your Common Application to Naviance and sign the FERPA release (see instructions below).
- ❏ **Other Application Types:** If a college is not a Common App school, complete and submit your application according to each school's specific instructions and payment method (see college website).
- ❏ **Essays:** Have your essay(s) and short answers/supplemental questions critiqued by an adult (teacher, parent, etc.) before submitting them. Students should share their essays with their counselor.
- ❏ **Transcript Request Form (TRF):** This form needs to be filled out completely (up to four colleges per form) in order for the Counseling Department to send your transcript and supporting documents to colleges. Make sure the colleges are already on your "My Colleges" list if applying through Common App and your account is matched to Naviance.
    - ❏ These forms must be submitted <u>at least 30 days prior to a college's application deadline</u> to ensure documents are submitted in a timely manner.
- ❏ **SAT/ACT Scores:** If your colleges require <u>OFFICIAL</u> test scores, send them directly from SAT/ACT online (collegeboard.org or act.org).
    - ❏ It usually takes 2-3 weeks for your scores to arrive at the college. <u>The Counseling Department does NOT send standardized test scores to any college</u>.
- ❏ **Early Decision (ED) and Early Action (EA):** PLEASE read ED and EA requirements carefully to be sure you fully understand the specific requirements of each college. Colleges require that an ED contract be signed by student, parent, and counselor. (To do this, see instructions below).
- ❏ **Teacher Recommendations:** Check each college to see how many letters they will accept. We recommend asking two core academic subject teachers. Once a teacher has agreed to write a letter of recommendation for you, indicate their name on each transcript request you submit so we know which letter to send. Teacher recs will be submitted electronically through Naviance once requested by the student via Naviance (see instructions below).

The Counseling Department's Responsibilities:

- ❏ **Letter of Recommendation:** Counselors will write a college letter of recommendation for each senior with whom they work.
- ❏ **School Documents:** Counselors will send the student's Official Transcript, letter of recommendation, Secondary School Report Form, and DHS School Profile for each college requested.
    - ❏ These supporting documents are submitted via Naviance. (*Note: For non-Common App schools, students should indicate the type of application on their TRF.)

Name of College	***College XYZ (ex.)***					
Application Deadline	*1/15/2022*					
Type of Application (CA, Coalition, Website, etc.)	CA					
Common Application (CA)						
Create Account; Start App	*X*					
Add colleges to "My Colleges" list	*X*					
Match Common App. to Naviance	*X*					
Write essay	*X*					
Supplement essays? If so, how many?	*NA*					
Completed supplement essays	*NA*					
Review/submit application	*X*					
Early Decision (if applicable)						
CA: sign agreement online	*NA*					
CA: enter parent email for signature	*NA*					
If not CA: Follow agreement directions to secure signatures	*NA*					
ED: If accepted, withdraw other applications	*NA*					
Transcript Request Forms (TRF)						
Complete TRF for each school	*X*					
Indicate which Letters of Rec. to send	*X*					
Confirm colleges listed in Naviance: "colleges i'm applying to"	*X*					
Standardized Tests						
Are test scores required?	*No*					
Can I self-report scores in app. vs. sending official scores?	*No*					
Send Official SAT Scores www.collegeboard.org	*X*					
Send Official ACT Scores www.act.org	*NA*					
Send my Subject Test Scores, if applicable	*NA*					
Letters of Recommendation (LOR)						
Ask Teacher(s) if they will write LOR for you	*X*					
Request letters through Naviance	*X*					
Inform Teachers of Deadlines	*X*					
First Quarter Grades						
Are Quarter 1 Grades Required?	*Yes*					
Can I self-report Q1 grades vs. sending official grades?	*Yes*					
If self-reporting: E-mail Report Card to Admissions Counselor	*X*					
If official: Notify your School Counselor	*NA*					
Financial Aid (if applicable)						
Financial Aid Deadline	*2/15/2022*					
Submit FAFSA, if preferred/required	*X*					
Submit CSS Profile, if preferred/required	*NA*					
When it's over....						
Notify Counselor of Decision	*X*					
Thank you's to all who helped you!	*X*					

Usable Copy Available to Seniors in 12th Grade Seminar Google Classroom

COMMON APPLICATION QUESTIONS - Class of 2022

Use the following information for the indicated sections of the common application

Current School:	**Address**	**Darien High School** **80 High School Lane** **Darien, CT 06820-3399 USA**	
	Phone/FAX	**203-655-3981 Phone / 203-655-3864 Fax**	
	Public/Private	**Public**	
	CEEB Code	**070145**	
	Date of Entry	**8/2018 (if you spent all 4 years at DHS)**	
	Graduation date	**6/2022**	
Counselors:	**Ms. Ann Branca**	**abranca@darineps.org**	**203-655-3981 ext. 2330**
	Ms. Sarah Burzin	**sburzin@darienps.org**	**203-655-3981 ext. 2498**
	Ms. Meghan Emanuelson	**memanuelson@darienps.org**	**203-655-3981 ext. 2306**
	Mrs. Joan Flaherty	**jflaherty@darienps.org**	**203-655-3981 ext. 2241**
	Mrs. Lisa Messineo	**lmessineo@darienps.org**	**203-655-3981 ext. 2288**
	Mr. Marc Power	**mpower@darienps.org**	**203-655-3981 ext. 2220**
	Ms. Kaitlin Stanton	**kstanton@darienps.org**	**203-655-3981 ext. 2347**
	Mr. Peter Trombley	**ptrombley@darienps.org**	**203-655-3981 ext. 2370**
	Ms. Deb Webb-Maloney	**dwebb-maloney@darienps.org**	**203-655-3981 ext. 2290**
Grades:	**Graduation Class Size**	**358**	
	GPA Scale	**4.0**	
	GPA Weighting	**Weighted**	
	Scheduling system	**Semester**	
	Class Rank	**DHS does not rank**	
	Course Credit	**1.0 full year, 0.5 half year**	

EARLY DECISION INSTRUCTIONS

Applying to a college under an Early Decision Agreement is a binding contract. If the school accepts you, you must attend. You must acknowledge that you understand this by signing an Early Decision Agreement. Your parents and school counselor must also sign the document. Based on the type of application you are using, please follow the instructions below.

Common Application	➢ Go on to your Common Application Account and choose the "My Colleges" tab. ➢ On the left, click on the school you are applying to ED. Choose "Questions" and then "Preferred Admission Plan", and select Early Decision. ➢ Scroll down to the agreement, read it, check yes, and then sign. ➢ Go to the bottom of the page under "Recommenders and FERPA". Invite your parents to sign the agreement form by adding their email address and assigning them. ○ Their email notification to sign may arrive in spam folders. ➢ Make sure to inform your Counselor of your decision to apply ED as they will need to sign the ED agreement form as well.
US Mail (paper) Schools, and other electronic applications	Find the ED agreement on their website and complete it per the school's instructions. It will likely also require a parent and school counselor signature.

TEACHER RECOMMENDATION INSTRUCTIONS

1. Create a Common App account and add each school to "my colleges"
2. Match your Common App account with Naviance (see instructions below)
3. Speak to your teacher confirming their willingness to write a letter of recommendation for you.
4. Complete any requirements set by the teacher to assist them in the letter writing.
5. Complete the Transcript Request Form to have your colleges listed in Naviance.
6. Log into Naviance and select the Colleges tab on top.
7. Select "Letters of Recommendation" and click on "add Request" under teacher recommendations.
8. Under "Add new request", select the teacher from drop down list; click the college(s) you want to send those letters to; click "save"
9. Make sure to follow up with teachers; let them know you are applying. Share the results when you receive them.
10. A written thank you would be greatly appreciated!!!

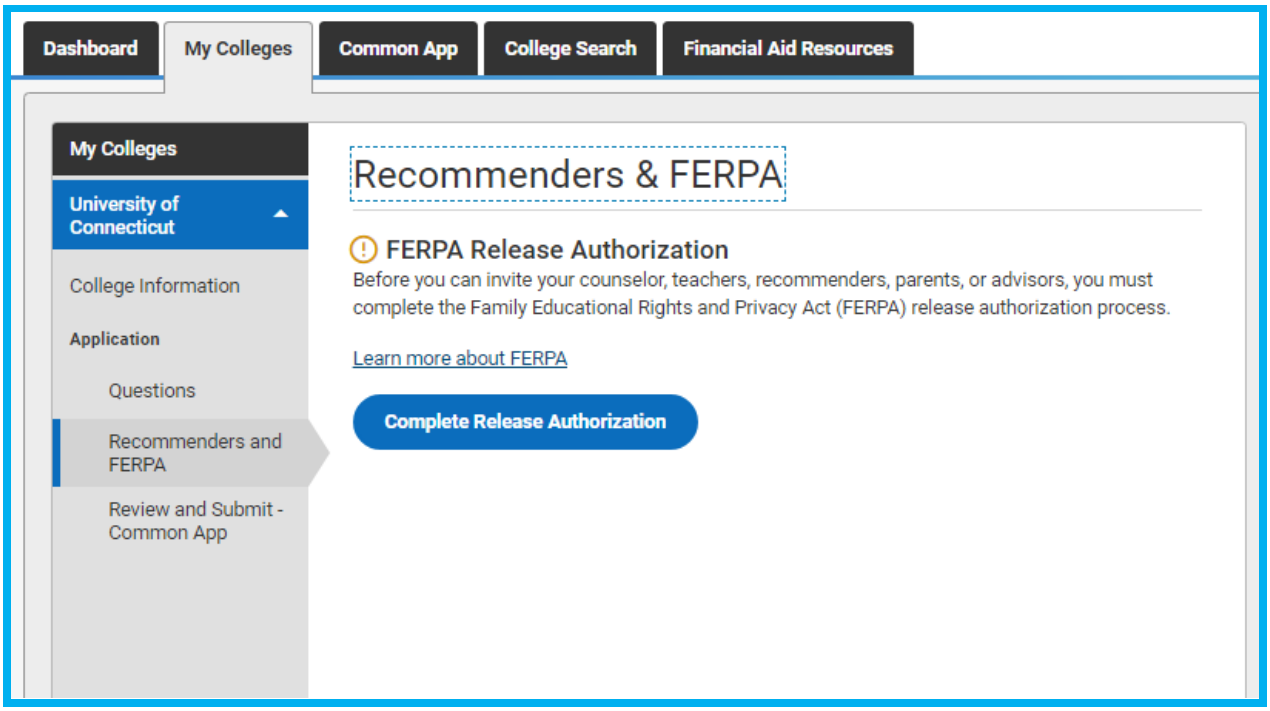
Directions to Match Naviance with Common App

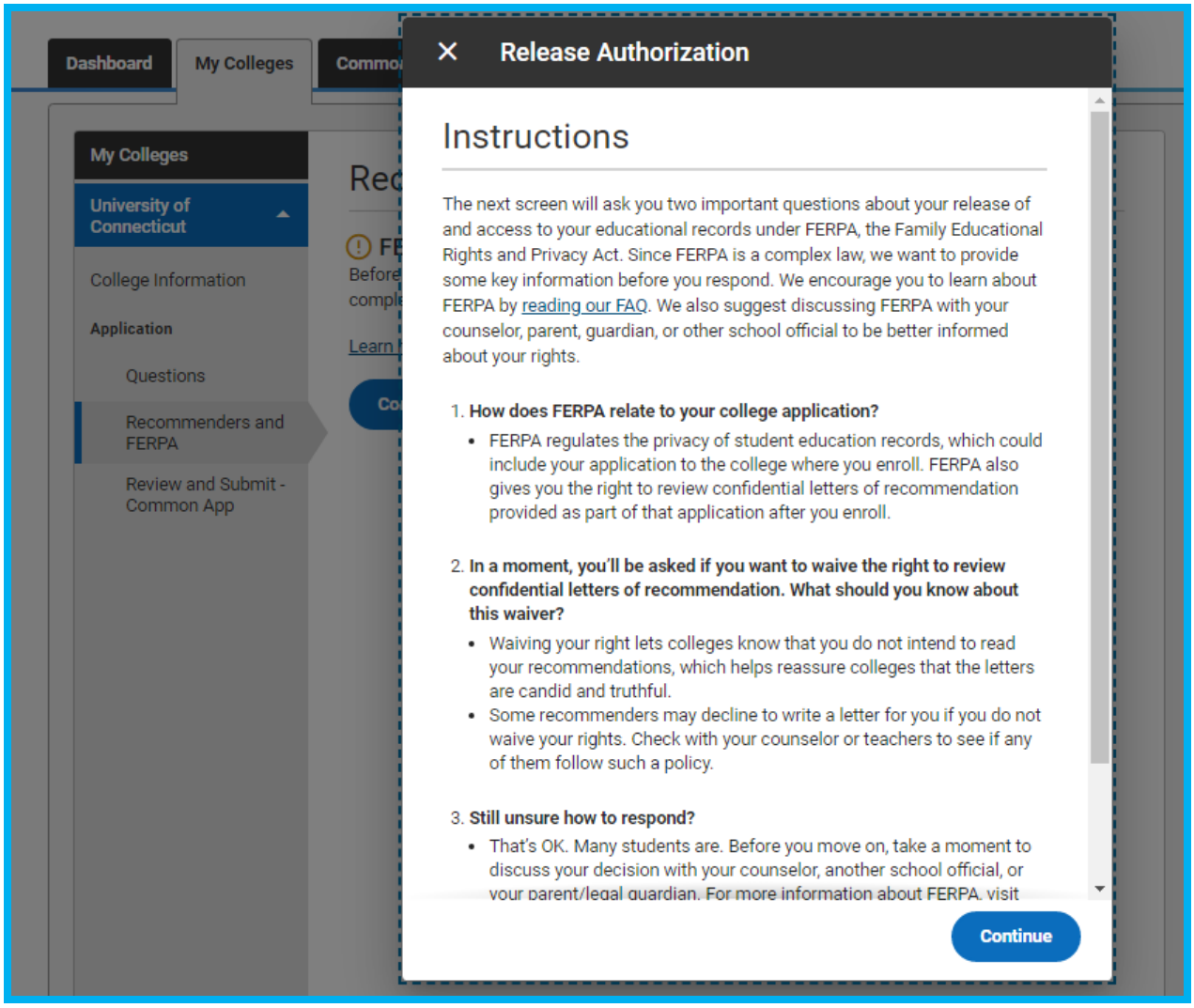
Students need to complete this process one time only

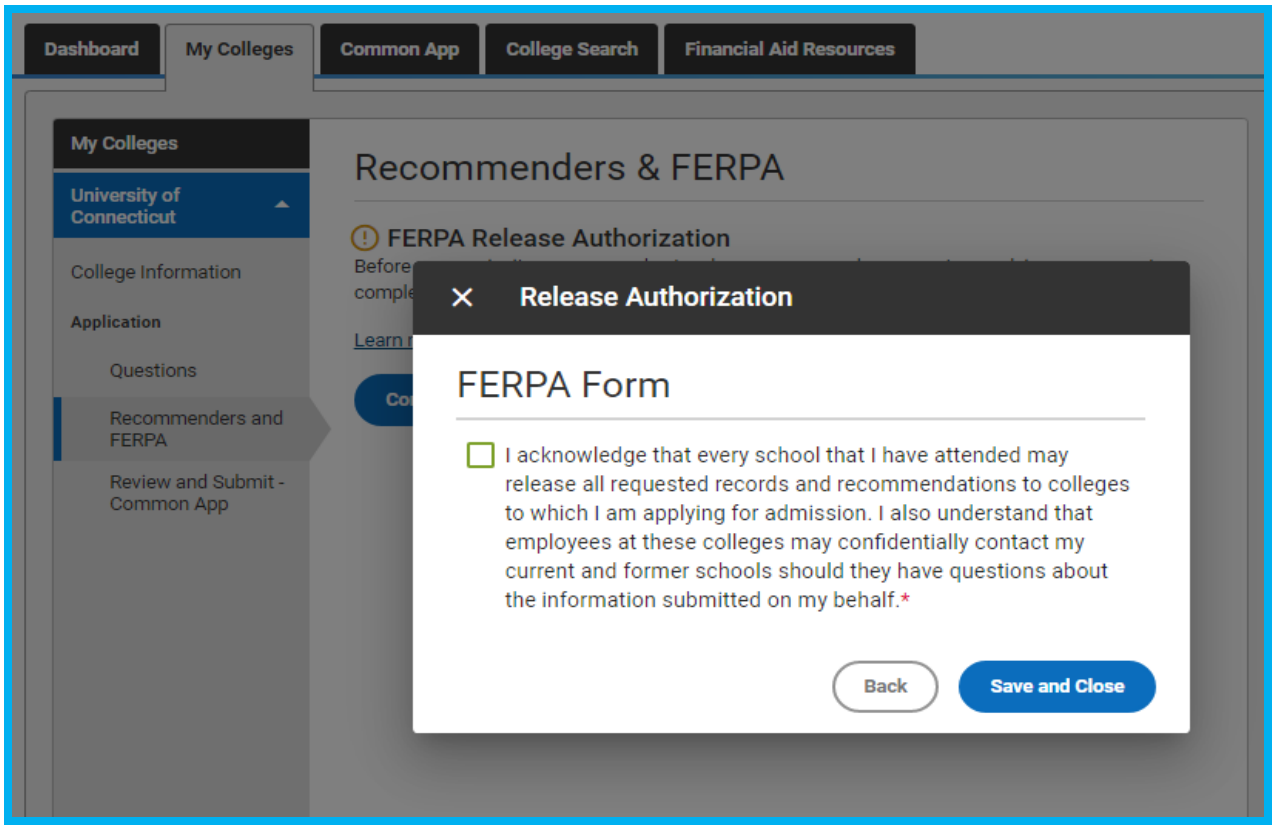
Common Application Account Matching

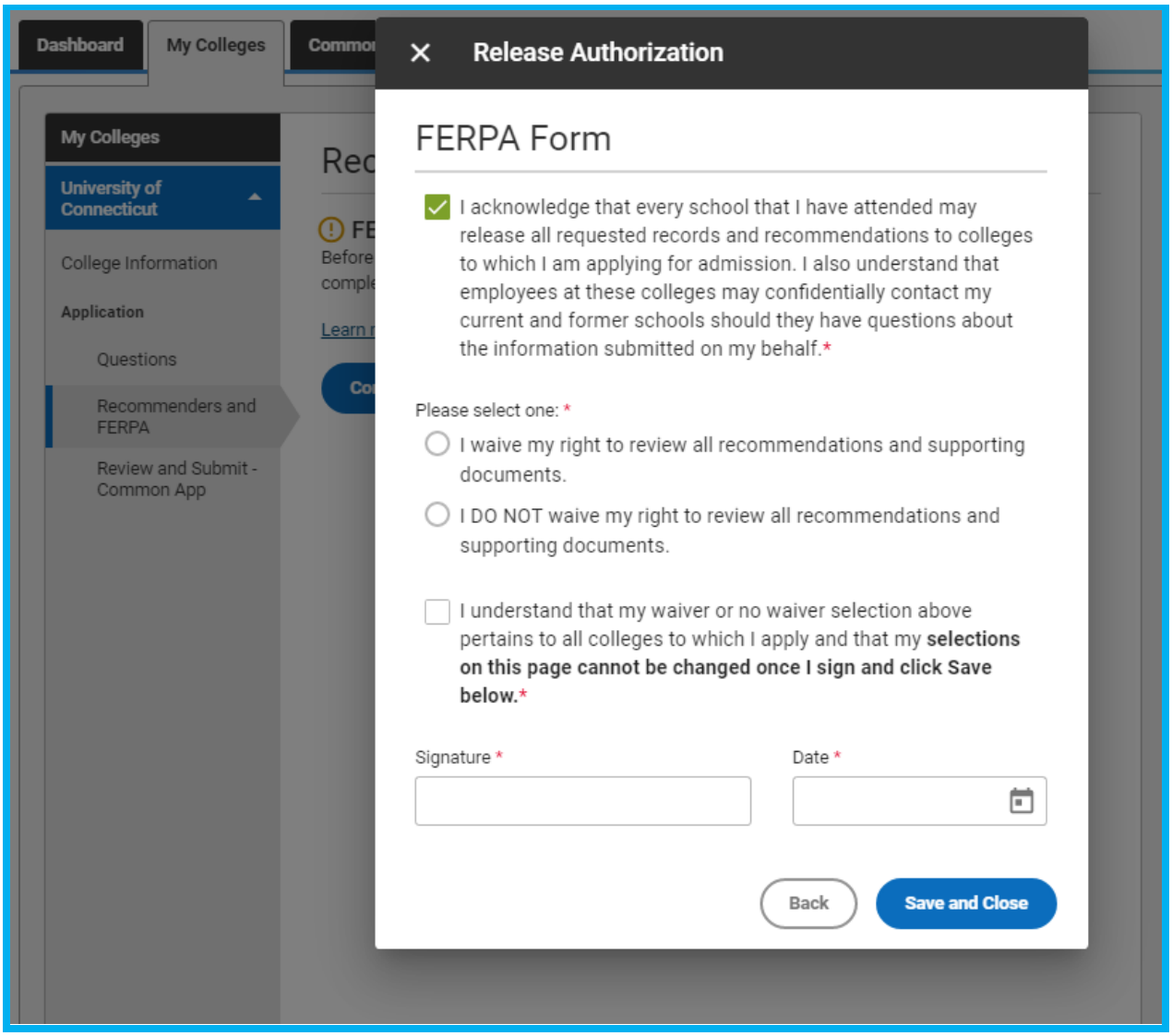
1. Create a Common Application account at www.commonapp.org
2. Add Darien High School to the Education portion of the common application
3. Add at least one college to your "My Colleges" list
4. Complete the FERPA Release Authorization under recommenders and FERPA
5. In Naviance, click on the 'colleges' tab, click 'colleges I'm applying to'
6. Click 'Match Accounts' and a new tab asking you to log into your Common Application account will appear
7. After logging in, read the agreement, check 'I agree', and click 'Connect'. A new window will pop up confirming that you have matched your accounts.
8. If you have any questions or problems in the process, please see your counselor

Common Application FERPA Tutorial:

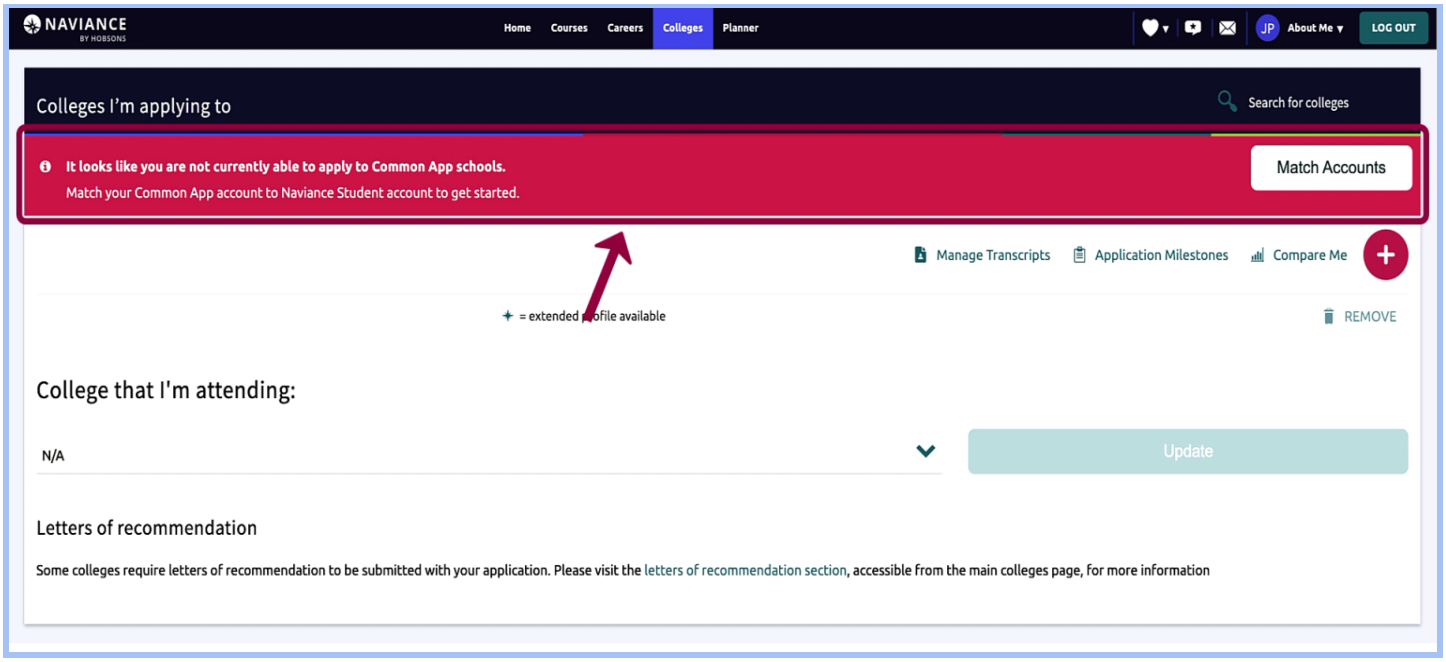


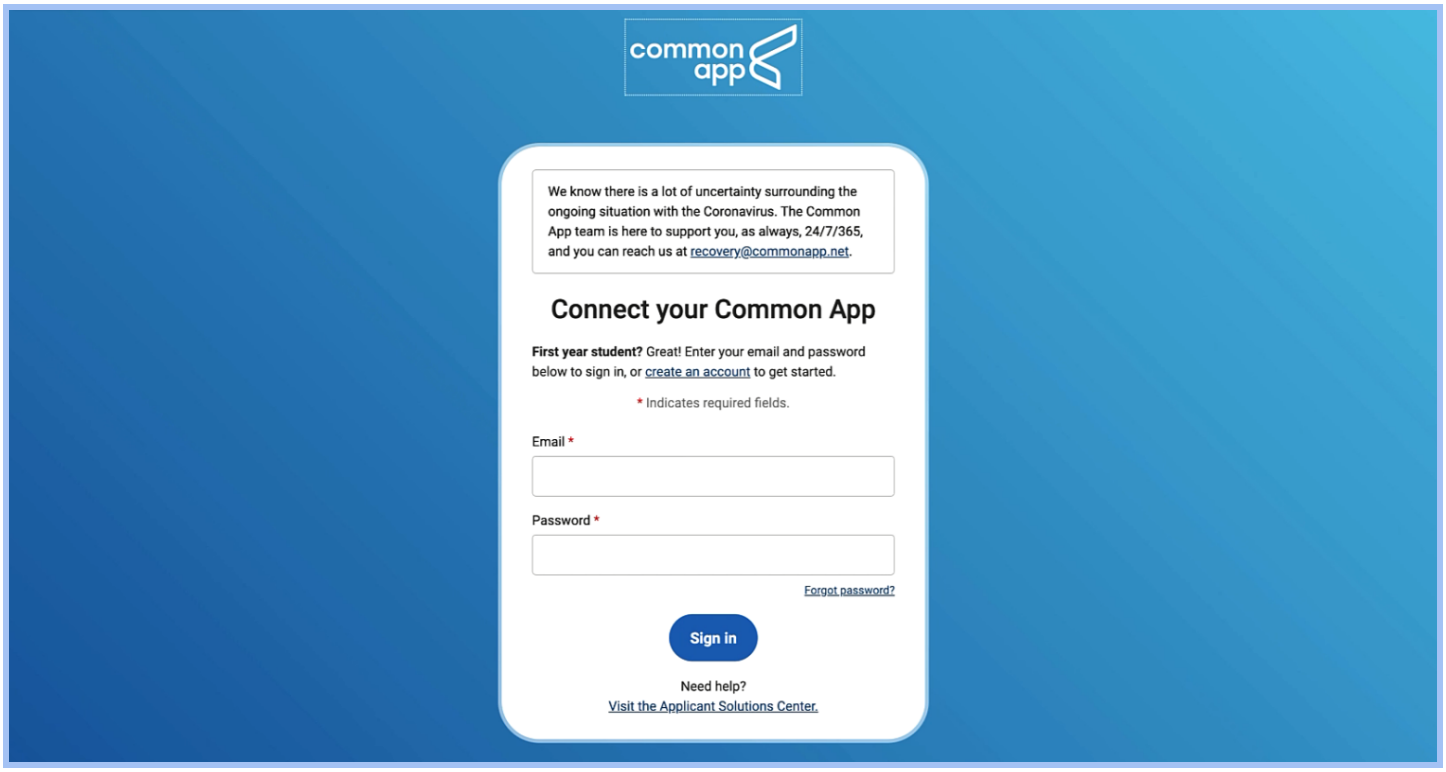

Dashboard
My Colleges
My Colleges
University of Connecticut
College Information
Application
Questions
Recommenders and FERPA
Review and Submit - Common App
Release Authorization
Instructions
The next screen will ask you two important questions about your release of and access to your educational records under FERPA, the Family Educational Rights and Privacy Act. Since FERPA is a complex law, we want to provide some key information before you respond. We encourage you to learn about FERPA by reading our FAQ. We also suggest discussing FERPA with your counselor, parent, guardian, or other school official to be better informed about your rights.
1. How does FERPA relate to your college application?
• FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.
2. In a moment, you'll be asked if you want to waive the right to review confidential letters of recommendation. What should you know about this waiver?
• Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
• Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.
3. Still unsure how to respond?
• That's OK. Many students are. Before you move on, take a moment to discuss your decision with your counselor, another school official, or
Continue

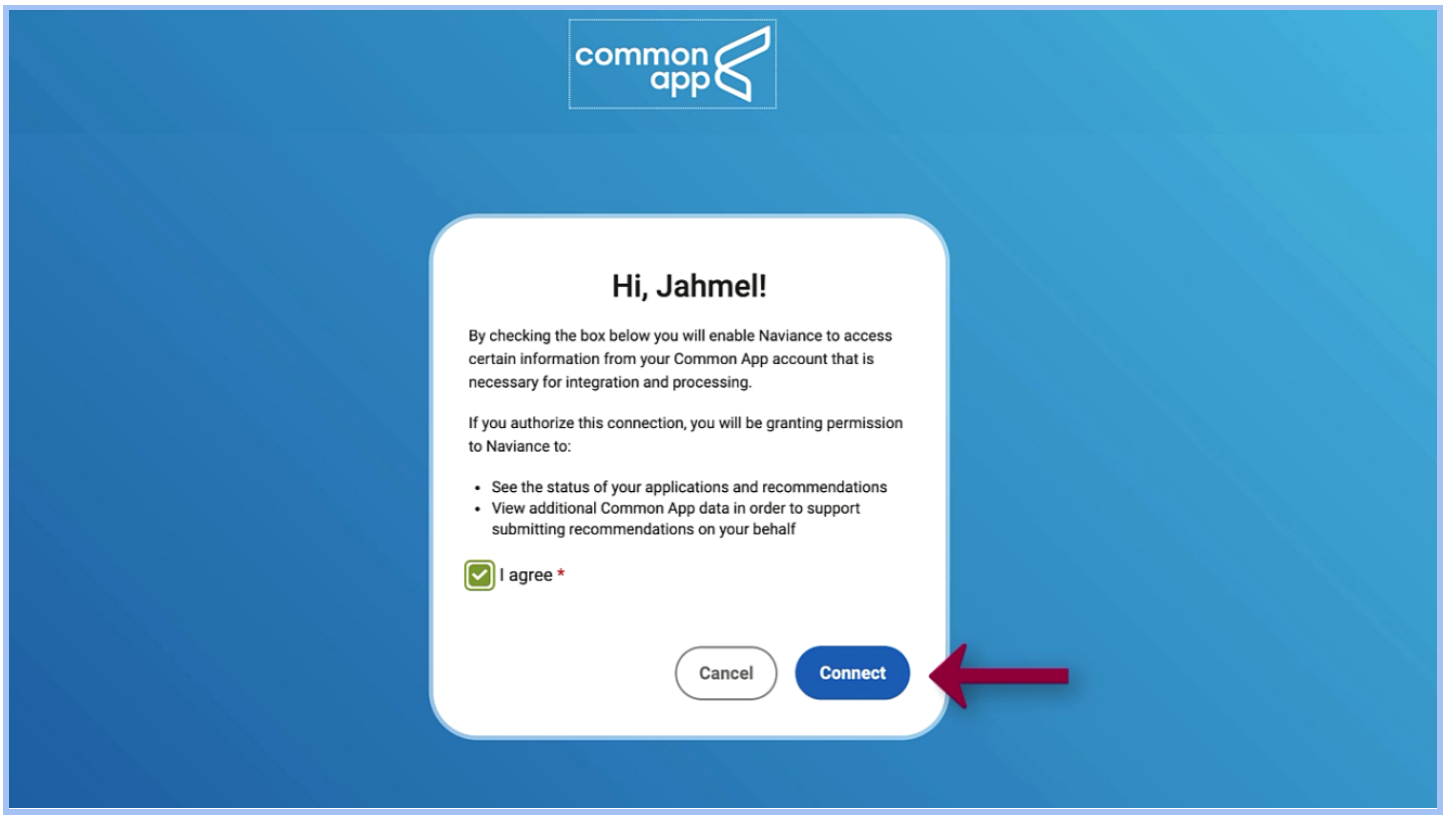

Dashboard
My Colleges
Common App
College Search
Financial Aid Resources
My Colleges
University of Connecticut
College Information
Application
Questions
Recommenders and FERPA
Review and Submit - Common App
Recommenders & FERPA
FERPA Release Authorization
Release Authorization
FERPA Form
I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*
Back
Save and Close

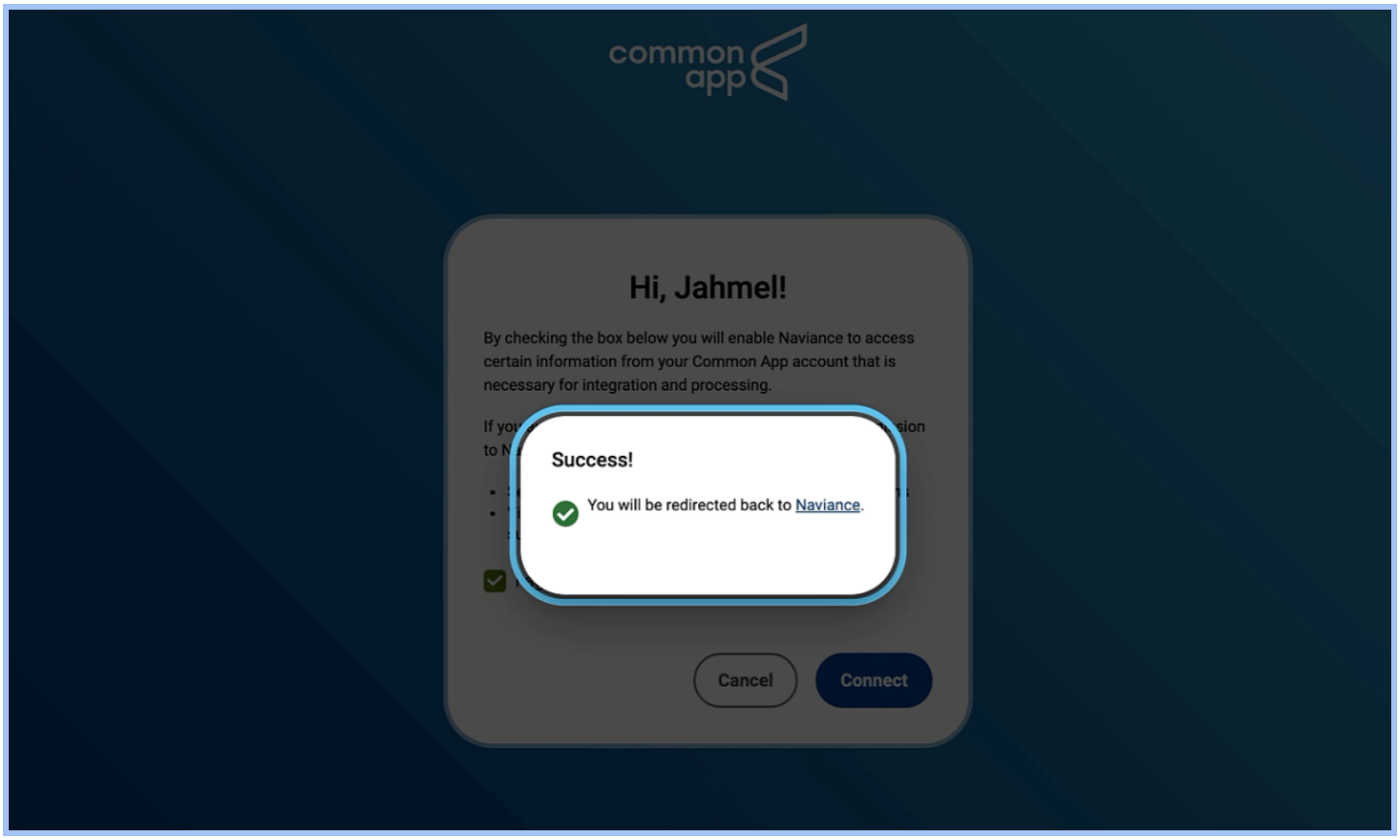

Dashboard
My Colleges
Release Authorization
My Colleges
University of Connecticut
College Information
Application
Questions
Recommenders and FERPA
Review and Submit - Common App
FERPA Form
I acknowledge that every school that I have attended may release all requested records and recommendations to colleges to which I am applying for admission. I also understand that employees at these colleges may confidentially contact my current and former schools should they have questions about the information submitted on my behalf.*
Please select one: *
I waive my right to review all recommendations and supporting documents.
I DO NOT waive my right to review all recommendations and supporting documents.
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.*
Signature *
Date *
Back
Save and Close

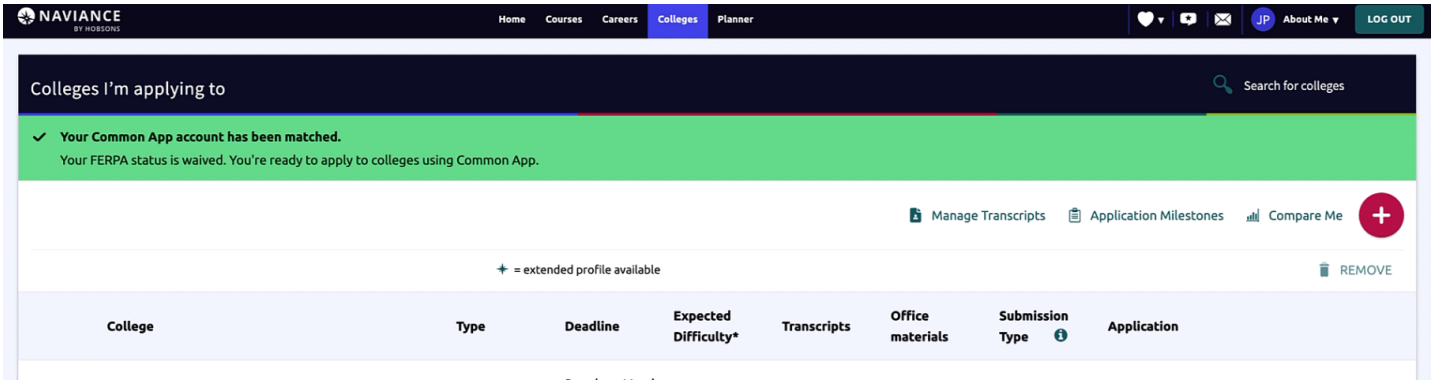
Matching Naviance Tutorial:






common app
Hi, Jahmel!
By checking the box below you will enable Naviance to access certain information from your Common App account that is necessary for integration and processing.
If you authorize this connection, you will be granting permission to Naviance to:
See the status of your applications and recommendations
View additional Common App data in order to support submitting recommendations on your behalf
I agree *
Cancel
Connect


common app
Hi, Jahmel!
By checking the box below you will enable Naviance to access certain information from your Common App account that is necessary for integration and processing.
Success!
You will be redirected back to Naviance.
Cancel
Connect



You should now be matched in Naviance!