

Naviance College Application Process

Please note: **the actual college application should be completed on each college's website. If you are applying via Common App, then you should fill that out on www.commonapp.org.** The following are instructions for adding colleges to your application list, requesting transcripts, and requesting counselor and teacher recommendations through Naviance. If a college requires official SAT and/or ACT scores, then they should be sent via their respective companies: College Board and ACT; if not, they will be sent on your transcript. Reminder, each school has different deadlines and you should keep track of your own timeline.

LOGIN TO NAVIANCE AND SIGN FERPA WAIVER

1. Login to your Naviance account at student.naviance.com/trinityshs
2. You will use your Trinity username and password---**DO NOT USE YOUR FULL EMAIL ADDRESS.**
3. Click **Colleges I'm applying to**.
4. If applying to Common App schools, complete the Common App Match (pink box). When it comes to the FERPA waiver, it is strongly recommended that you "waive your rights." This ensures that your recommendations will be read with confidence by the admission officers; however, you are not required to waive your rights.
5. Click **Submit**.

REQUEST TRANSCRIPTS

Note: You must complete the college application either on www.commonapp.org or the school specific website before requesting transcripts.

10 day rule: There is a 10 day processing period to allow transcripts to be fully processed, either electronically or via snail mail. This means once **requested**, the guidance department has **10 school days** to send the transcript and supporting materials out to colleges.

1. Click on **Colleges I'm Applying To** and then click on the **pink plus sign**.
2. Type the name of the college you want to add and choose from the list.
3. Choose the **Application Type** (RD, ED, EA)—It is extremely important to pick the correct application type because this will provide the deadlines to guide teachers and counselors on submitting supplemental documents.
4. Choose how you submitted your application (**via Common App or Directly to the Institution are your only options**).
5. Since you will only request your transcript after you have submitted your application, check the box **I have Submitted My Application** then **Add and Request Transcript** (this will only be an option if you have submitted the blue transcript request form to your counselor).
6. Check the box next to **Initial only and Include Unofficial SAT Score and/or Include Unofficial ACT Score**. Then click on **Request and Finish** – this will send the request to the

Guidance Naviance account. When your transcripts have been sent, it will be marked as "Sent" so you will be able to keep track of your application materials. Allow 10 school days for this to be completed. – Give the college at least 2-3 weeks to show your Transcript as being "Received". **Please note, your SAT and/or ACT scores will automatically be sent on your transcript to all schools for which you request a transcript unless you choose the box next to "do not send scores" on the blue transcript request form!!**

NON-COLLEGE TRANSCRIPT REQUESTS (NCAA, scholarships, etc.)

1. If you plan on playing Division I or II athletics, be sure to register with the NCAA at www.eligibilitycenter.org.
2. After registering for the NCAA Eligibility Center, please stop by the guidance office for a paper copy of the NCAA transcript request form.
3. For scholarships, unofficial transcripts, and other transcript requests, please stop by the guidance office and ask Mrs. Franz for the peach transcript request form. You will need to submit one of these forms to your counselor for each scholarship for which you apply.

COUNSELOR FORMS AND TEACHER RECOMMENDATIONS

Unlike transcripts, you may request counselor and teacher recommendations now. To make your recommendations more meaningful, please fill out the Letter of Rec Student Personal Analysis form and upload your resume to Naviance.

1. To Access Letter of Rec Student Personal Analysis Form

1. Click on the **About Me** tab
2. Then click on **My Surveys** and then **Surveys Not Started**.
3. Click the link called **Letter of Rec Student Personal Analysis Form** and complete.

2. To Upload your Resume

1. Click on the **About Me** tab and then click on **My Stuff**.
2. Click on **Journal**.
3. Click on the **Pink Plus Sign**.
4. Enter the following information:
 1. Type: **Other**
 2. Subject: **Resume**
 3. Share with: **Counselors and Teachers**
 4. Notes: Enter anything you feel necessary.
 5. Attach your resume document by clicking on **Browse**.
 7. Click on **Add**.

3. Requesting Teacher Letters: you may only request a teacher letter after you have spoken with the teacher to ask for a letter, filled out the student personal analysis form, and uploaded your resume.

1. Click on your **Colleges** tab.
2. Click on **Apply to College**.
3. Choose **Letters of Recommendation**.
4. Click **Add Request**.
5. Click the dropdown menu and choose the teacher(s) from the list (make sure you have personally asked this teacher prior to this request).
6. Choose the specific schools to which you want the teacher to submit your letter (please be mindful of the number you are allowed to send).
7. Add any notes to the teacher(s) in the box (i.e. Please mention my passion for Biology and my interest in Medicine.) Since you have uploaded your resume in Naviance, please let your teacher know here, and if you are applying via the Common App, please note this and ask the teacher to fill out the **Common App Teacher Evaluation** as well.
8. Click **Submit Request** – this will send an email to the teacher stating your request and will add the request to the teacher's Naviance account. It will also record that you have requested it in your Naviance account. When the teacher has completed the Recommendation, they will mark it as Completed and it will show in your Naviance account so you can keep track of your application materials.
9. For non-Trinity High School recommendations, they will need to send recommendations separately either through snail mail or electronic submission.
10. If you need a counselor recommendation, please contact your counselor to let her know. No letters will be written if your resume is not uploaded and the student personal analysis form is not filled out.

SAT AND ACT SCORES

All SAT and ACT scores are automatically printed on the transcript. If you do not want them printed, you must choose this selection on the transcript release form. It is all or nothing; you cannot choose which schools receive the transcript with the scores and which do not. If the college states they do not accept scores off the transcript, you must submit them on your own via www.collegeboard.com (for SAT) and www.ACT.org (for ACT).



Common Application Schools:

- Use the Common Application to complete your application to these schools.
- Once you've requested transcripts on Naviance and submitted the completed application, you're set! We will send your transcripts electronically to these schools within 2 weeks of your online requests.
- Track your application status on your "colleges I'm applying to" page.



Electronic Application Schools:

- Use the college's specific online application to apply to these schools.
- Once you've requested transcripts on Naviance, they will be sent within two weeks of your online request.
- Track your application status on your "colleges I'm applying to" page.



Paper Application Schools:

- Use the college's specific online application to apply to these schools.
- We cannot send your transcripts electronically to these schools, but you must request them through Naviance.

Don't forget!!!!

- Be sure to give your counselor **at least 10 school days** to process your transcript request. Don't wait until the day before the application deadline to send your request!!!!!! We don't want to rush your application. Make sure you give us enough time to do it well!
- See your counselor if you have any questions about Naviance or the application process.

Additional Information for the Class of 2021

Class Size - 262

Entry date to high school - August, 2017

Graduation – June 4, 2021

Grading Scale – 4.0 (unweighted)/5.0 (weighted)

Rank - Weighted

CEEB code – 395060

High School Address – 231 Park Avenue, Washington, PA 15301

School Counseling Office phone number – 724-225-5380; fax – 724-228-8306

Counselors:

Ms. Tia Burns (A-G)

tburns@trinityhillers.net

x 6512

Mr. William Poletti (H-O)

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x 6513

Mrs. Maggie Amaismeier (P-Z)

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x 6511