

To Actually Apply to College

2022-2023

This year, we will again be processing and sending transcripts and related documents electronically to over 800 colleges, including all Common Application schools. All requests for transcripts necessary for college admissions will be handled through the Naviance Student program. To access the Naviance Student website: (www.region18.org) Schools - Lyme-Old Lyme High School - Counseling Department - Naviance.

The application process has two distinct portions: (A) What You Do to Apply & (B) What We Send

A: WHAT YOU DO:

- **TWO types of FERPA Waiver & Educational Records Release, and synchronize them:**
 - A parent/guardian of each student must sign one 'FERPA Waiver & Educational Records Release Form' (pink) which authorizes the release of student records to any colleges or universities to which the student applies.
 - **Complete the FERPA Common Application Waiver on your Common Application Account:** This waiver is required by the Naviance program; you must first set up your Common Application account online at www.commonapp.org. Then go to My Colleges tab, enter at least one college and select that college in the left-most column. Then select Recommenders and FERPA and follow the steps to Complete Release Authorization.
 - Then, on your Naviance account, you will access the 'Colleges I'm Applying to' section to complete the **Common App Account Matching**. This will require you to indicate the email address you used to open your Common Application Account. This will help the programs coordinate electronic sending.
- **For your School Counselor:**
 - **Counselor Recommendation Information Form:** The student is required to complete this form (green) which enables the counselor to represent the student with more depth.
 - **Student Resume:** The student is required to develop and provide a resume of activities, accomplishments, awards and interests over their high school career. This form must be given to your School Counselor.
 - **Brag Sheet:** A parent or guardian of each student can complete an optional 'Brag Sheet' (lavender) to help us know more information about the student for our recommendation process.
- **Two steps to secure Teacher Recommendations:**
 - Students must **discuss** the recommendation requests with teachers in person, at which time they provide the teacher with a completed, in detail, **Teacher Recommendation Form** (blue) to assist teachers with the information they will need to write the students' recommendations. These forms are available through The Writing and Communication Class, the School Counseling Office, Canvas or the LOLHS website.
 - Once student and teacher have reached an agreement, the **student should log into his/her Naviance account**, go to the **Colleges tab**, click on **APPLY TO COLLEGE**, choose **Letters of Recommendations**, click **add request**. Select the appropriate teacher's name from the pull-down menu, and check off the individual colleges you want each teacher recommendation to go to, you may insert a personal note, such as a "Thanks again" under the **personal note** area. Then be sure to click **Save Requests**. Teachers will complete recommendation letters by the appropriate application deadline, which will then be forwarded to all colleges through the Naviance system.
- **Transcript Requests** must be made officially through Naviance Student. Colleges and universities to which you are applying will require your high school transcript/records. We require students to submit all records requests through Naviance. Follow the steps below to request your records:
 - Once on the Naviance Website: Go to the Colleges Tab at the top of the page
 - Start in 'Colleges I am Thinking About' section and use 'Move to Application List' to shift the appropriate schools to the 'Colleges I'm Apply to' area.
 - Then, while in 'Colleges I'm Applying To' Click '+Request Transcripts'. Indicate the application deadline

you are requesting (regular decision, early decision, early action, etc.) in the drop-down menu for each college. It is very important that these be **accurate**.

- Indicate how you will submit your application: directly to the college, via Common App or Coalition.
- Click the box to 'Add & Request Transcripts'
- Check **INITIAL** Transcript for each college.
- Click 'Request and Finish.'

- **PLEASE NOTE:** Students must complete transcript requests and submit all the required materials to the School Counseling Office and their teachers at least ***3 weeks prior to their first college application deadline.*** Please use the chart below to ascertain the date **the forms MUST be submitted to your School Counselor.**

College Application Deadline:

November 1, 2022
November 15, 2022
December 1, 2022
December 15, 2022
January 1, 2023
(due to holidays)

Submit Forms to your School Counselor by:

Friday, October 7, 2022
Friday, October 21, 2022
Friday, November 4, 2022
Friday, November 18, 2022
Monday, November 28, 2022

- If you have a college application deadline **EARLIER** than November 1st, please contact your School Counselor to arrange a specific deadline for your college application situation.
- If you are applying **EARLY DECISION (ED)**, you must indicate ED on your common application as well as on your Naviance account when you request transcripts. At that point, we will be triggered to complete our required portion of the ED commitment form.
- While the School Counselors appreciate and encourage the submission of your materials in advance of the 3-week minimum, please note that we prioritize the processing of all materials including sending the transcript and the counselor letter of recommendation by the student's first application deadline.
- The School Counseling Department will process the request electronically by the student's first college deadline after receipt of all required forms as well as the Naviance request, **but COMMON APPLICATION COLLEGES CANNOT ACCESS DOCUMENTS SENT BY US UNTIL THE STUDENT SUBMITS THEIR COMMON APPLICATION ONLINE.**
- **MOST IMPORTANT**—Submit your **COLLEGE APPLICATIONS** by the deadlines:
 - **Complete, organize, and submit your own applications.** This portion of the process may include the application itself, one or more essays, fees, a resume, and recommendations letters from individuals outside of school. You may do this anytime in advance of the deadline; it does not need to be synchronized with when the high school sends your records and recommendations. Please see your counselor if you think you may be eligible for fee waivers, or, if you used a fee waiver for SAT/ACT testing, access your College Board/ACT account to receive up to 4 college application fee waivers.
- Send your **Official Test Scores**, if needed. Colleges that require SAT/ACT scores, typically want the test scores to be sent directly from the testing agency: the College Board or the American College Testing service, either during the application process or prior to your attending their university. Please be sure to read your application directions thoroughly, and send official scores as needed, by going to www.collegeboard.com for SAT and AP scores, or to www.actstudent.org for ACT scores.
 - **LOLHS does not report nor send your SAT/ACT scores.**
 - If you used a fee waiver for testing, this entitles you to waive up to 4 application fees at an extensive list of schools. Please access your College Board/ACT account to receive these waivers. If you have questions, please see your School Counselor.

B: WHAT WE SEND

Besides helping you all along the way as needed, upon receipt of the FERPA Waiver & Educational Records Release Form, the Counselor Recommendation Form, Student Resume and an accurate transcript request to send information to a specific school or schools submitted through the Naviance program, **the School Counseling Department will send by the student's first college deadline:**

- Official High School Transcript which includes high school grades and senior year courses in progress.
- Secondary School Report Form (SSR)
- Counselor Letter of Recommendation
- School Profile
- Quarter one and first semester grades will automatically be sent to all colleges and programs to which the student has applied. (If you would like 1st quarter grades NOT to be sent, you must request this separately using a form provided in our office after Q1 grades come out.)

Once **TEACHERS** have been asked for, and agreed to write, college **recommendations**, and have received the appropriate teacher rec forms, and accurate requests via Naviance specific to each college and due date, teachers will write, upload, and send recommendations via Naviance.

All forms referenced are available in the School Counseling Office, on the LOLHS website and on Canvas.