



SKIP TO PART B IF YOU ARE NOT USING THE COMMON APP

Part A: Completing the Common Application & Naviance Account Matching Process

The following tasks are **REQUIRED** to complete the ACCOUNT MATCHING PROCESS for Common App and NAVIANCE.

- **Step 1: Create a Common Application at www.commonapp.org:**
Make sure the email address you enter is one you check regularly. Also, note your password for future reference.
- **Step 2: Complete the current or most recent school segment of the EDUCATION section:**
Under the COMMON APP tab, complete the "Current or Most Recent School" portion in the EDUCATION section. Each section will have a green checkmark once they are complete.
- **Step 3: Add at least one college to your MY COLLEGES list:**
Select the COLLEGE SEARCH tab to locate and add a college to your list.
- **Step 4: READ and SIGN the FERPA Release Authorization:**
Select one of the colleges listed in MY COLLEGES and select "Recommenders and FERPA." Follow instructions to select appropriate options.
DO NOT USE THE INVITE RECOMMENDERS SECTION FOR TEACHER OR COUNSELOR LETTER OF RECOMMENDATION.
- **Step 5: Complete the ACCOUNT MATCHING PROCESS in NAVIANCE:**
Login to your NAVIANCE account, select COLLEGES I'M APPLYING TO, then select MATCH ACCOUNTS. Enter the email address and password used to create your Common App account.

Part B : Processing College Applications

- **Step 1: List all Non-Common App Schools in NAVIANCE and indicate application choice:**
 - If a college accepts multiple submission types (Common App, college designated application or Coalition) you must indicate which submission type you are using. Select "Direct to the institution" if using the college-designated application or the Coalition Application.
 - You must select the correct application type in order for the correct deadline to show in Naviance.
- **Step 2: Request Letter(s) of Recommendation:**
Electronic requests for letters of recommendation should not be sent without a previous in-person discussion with the teacher and submission of the Teacher Recommendation Form. Once these steps are completed, you can submit an electronic request through NAVIANCE.
 - Select the COLLEGES I'M APPLYING TO and scroll down to the bottom of the page.
 - Select the light blue color LETTERS OF RECOMMENDATION link.
 - Select the Add Request button and select a teacher from the drop-down menu.
 - Select the first option **GENERAL REQUEST.**
 - In the Personal Note box, please indicate the date in which you need the letter of recommendation uploaded in Naviance. This date should be the same date you plan to submit your first online College Application Document Request (**PINK FORM**) to your counselor.
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➤ **Step 3. Submit College Application Document Request- Pink Form- to School Counselor:**

- Meet with your counselor for your senior conference **before** completing your **first PINK FORM**.
- Use the counselor specific link posted on the CC website or Naviance homepage to submit the **PINK FORM** for **each** application.
- Submit your **PINK FORM at least 10 school days prior to the college application deadline**.
- Remember, you can send your portion of the application at any time; you do not have to wait for the school documents to be sent.

➤ **Step 4. Send Standardized Test Scores:**

Send official SAT and/or ACT scores directly to colleges via www.collegeboard.org or www.act.org if college does not accept self-reported test scores, nor is test-optional. The UHS Counseling Center does not send test scores. You DO NOT need to wait for your application to be complete to send your test scores.

High School Address	750 Unionville Rd, Kennett Square, PA 19348		
CEEB Code	394-955		
Graduation Date	June 9, 2023		
Graduating Class Size	348 students in the Class of 2023		
Counselor Job Title	School Counselor		
Counselor Name	Counselor Email	Counselor Phone	
Colleen Miller	cmiller@ucfsd.net	610.347.1600 ext 3021	(A-C)
Robert Findora	rfindora@ucfsd.net	610.347.1600 ext 3131	(D-Har)
Alexa Hessenauer	ahessenauer@ucfsd.net	610.347.1600 ext 3085	(Has-J)
Melissa Albrand	malbrand@ucfsd.net	610.347.1600 ext 3040	(K- N)
Lora Elfreth	lelfreth@ucfsd.net	610.347.1600 ext 3145	(P-SI)
Carolyn Spiegel	cspiegel@ucfsd.net	610.347.1600 ext 3125	(Sm-Z)
GPA Scale	4.0		
GPA Weighting	Weighted		
Class Rank Reporting	None		
Course Scheduling System	Semester		
Courses and Grades	How grades are reported. Grade Scale= A-F Yearly		
Course Credit Value	1 credit	Full-year course that meets 6/6 days a cycle	
Designate AP and	.5 credit	Full-year course that meets 3/6 days a cycle	
Honors courses.	.5 credit	Half-year course that meets 6/6 days a cycle	
	.25 credit	Half-year course that meets every other day	

Be sure to list all coursework to be taken during your senior year. Please remember all elective courses and semester courses, including spring semester. Each college to which you apply must be told of any changes in your course selection during the school year.

Senior year (semester 1 and semester 2) courses are included on your transcript. Students are responsible for contacting the Office of Undergraduate Admissions and updating their application file if the senior year course schedule changes at any point, even after being accepted. Colleges reserve the right to reconsider acceptance/applications if it is determined that the applicant no longer meets the admission requirements. Need additional help with your Common App? Visit appsupport.commonapp.org or email appsupport@commonapp.net, access the Information and Help Center which is located in the right margin, watch video tutorials, and see your counselor.