

Senior Information Checklist regarding the college application process:

- Make an appointment with your regular school Counselor for your senior visit.**

Teachers and counselors need this information at least 3 weeks BEFORE your first deadline:

- Brag Sheet** (work on this with your parents). Form available on AVID website under “Letter of Rec Request” as ppt.
- High School Resume** (completed by the student) see sample under Sample Resume on AVID website
- Letter of Recommendation:** Log in to Naviance to request letters from teachers. **TALK TO THE TEACHER BEFORE YOU REQUEST THROUGH NAVIANCE.**

Create a great college list

An appropriate list assures your acceptance into several colleges! Be sure every school on your list is one that you would be happy to attend. Most students apply to 3-6 colleges. Estimate application costs, deadlines, and how you will apply (Early Decision/Early Action/Rolling/Regular) BE aware of DEADLINES!

COMMON APP (CA) Colleges:

If you are applying to a Common App (CA) School you should complete the following before turning in your first CA transcript:

- Create a CA Account.** Write down and remember your CA registration EMAIL ADDRESS and PASSWORD (put this information on your first transcript request) Share login information with your parents. www.commonapp.org

- Put any colleges for which you are turning in a transcript request, into your **“MY COLLEGES”** folder on YOUR CA account. You should not put colleges into your “My Colleges” list that you are not applying to. Also, only request transcripts for schools where you will actually apply. Make sure they are in your “my Colleges list” when you request a transcript.
- Complete the FERPA agreement** on the CA website The College Center recommends you click the box that says “I waive my right...” For explanation as to why, visit the College Center website and click on right column → CA → “The FERPA Waiver” -- NOTE: you CAN NOT change your mind on the FERPA once you have invited/connected teachers to your electronic account (done in the Family Connection).

If you have questions, please ask your counselor or Ms. Lowe in the College Center.

- Link your CA account to Family Connection (FC)/ Naviance.** Click on the Colleges tab → click on the “colleges I’m applying to” link → In the blue box that is titled “CA Account Matching – Incomplete” put the “email used for CA account” in the box labeled as such. Click “MATCH” button The two systems should find your account and “match up.”

All Colleges:

- Send your test official test scores from SAT or ACT. Make sure you submit a writing score!** (This is an optional part on the ACT). Please note, colleges will ALWAYS use the best scores that you send. If you are in doubt which to send between two results, send both.
- Connect your teacher to your electronic account – DO NOT** complete this until you have personally talked with your teacher(s) and given them the “Letter of Recommendation: Student Information Form for Teacher” and anything else they request (unofficial transcript, resume, etc). Only “Link” a teacher you have approached in person and gotten a verbal “OK” from. Do not link a teacher without first getting their approval. Also, do not “cancel” a recommender without first talking with them in person and letting them know they no longer need to write a recommendation for you.

In your FC student account, → click the Colleges tab → click the link “colleges I’m applying to” then scroll down to “Teacher

Recommendations” header → click on the link that says “add/cancel requests”. From the pull down menu, select your teacher*. Write a brief personal thank you note in the box provided. Do this only one time! If you want to send your teacher emails, do not use the Teacher Recommendation link. It will confuse the system.

(*If you do not see your teacher’s name on the list, please email the College Center with a request to have the teacher added. Include name, subject and email address of teacher you would like to have added. Only College Park HS teachers may be added to the teacher list.) *Other recommenders can be added

- Counselor recommendation** – You do need to ask for a specific counselor recommendation and you do not need to “link” them to your CA or FC account. However, in order for your counselor to write a good letter, you need to turn in the Brag Sheet and Resume or College/Career Plans. They will write a recommendation for you as part of the school information we send to your colleges. School forms sent to colleges include: official transcript, senior schedule, school profile, School Report completed by the counselor and a letter of recommendation written by the Counselor.

If you are applying to a school where a teacher recommendation OR a counselor recommendation is required you must indicate whether you want the teacher rec sent OR the counselor.

- Transcript Request:** Request all transcripts through Naviance. Follow up and make sure transcripts are sent.

Submit on Naviance: You need to make sure you review and SEND once your applications are completed. Check back on teacher recommendations. Teachers must also "SEND" their letters of recommendation after they upload!!