

## Using Naviance to Process College Applications-Class of 2025

### To Do List

1. Complete your 4-year Graduation Requirements! All requirements can be found in the “Graduation Requirements” link at the bottom of your Naviance Student homepage. **These must be completed to graduate per the Pennsylvania Department of Education.**
2. Contact your counselor to ask if they are willing to write a letter of recommendation on your behalf.

### Completing College Applications and Requesting Transcripts

1. Submit a “Consent to Send Electronic Transcript” form. The form can be found in the “Document Resources” section at the bottom of your Naviance homepage or on the counseling website under Resources. Submit the form to the Counseling Office as soon as possible. We cannot send transcripts without this release.
2. Complete your college applications through one of these methods. (See opposite side for details)



Common Application: Register via [commonapp.org](http://commonapp.org). Complete the application for your Common App Schools. Enter our high school code which is 393707.



College Specific Application: Go to the college’s website and complete the application online. Applications can usually be found on the Admissions page.

Coalition Applications: Follow the same instructions as College Specific Application

3. Go to your Naviance account and click the “Colleges” tab then “Colleges I’m Applying To.”
4. If you are using the Common Application: Complete step 1 and create your common application and sign the FERPA Waiver & Authorization. Complete the Common Application matching process:
  - From the “Colleges I’m Applying To” page, click “Match Accounts”
  - Enter your Common App email address and your date of birth
  - Click “Match Accounts”
5. Add all of your colleges to the application list by clicking the red “+ add to this list” link. *Only add the schools where you are definitely applying!*
6. Click “Request Transcripts” then check the box next to each college to “Add Request.” Click “Request Transcripts” at the bottom of the page to finalize your request.
7. For each college in your application list, let us know if you are applying using the Common Application by completing the “Applying via Common Application?” column. Also, complete the “Have you applied?” questions under the “My App” column.
8. If you have any questions regarding a specific college application or have any issues with Naviance, make an appointment with your counselor.



### **Common Application Schools: Do NOT begin until after August 1, 2024!**

- Use the Common Application to complete your application to these schools.
- Be sure you are doing the 24-25 application.
- Helpful information for completing the Education section:
  - The class size is 350.
  - We do not rank.
  - Year long courses are 2 credits. Semester courses are 1 credit.
  - Your counselor's title is "School Counselor."
  - The school's information is 1825 McLaughlin Run Road, Pittsburgh, PA 15241, 412-833-1600.
  - The school CEEB code is 393707.
- Once you've requested transcripts on Naviance, you're set! We will send your transcripts electronically to these schools.
- 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, you're set! We will send your transcripts electronically to these schools.
- 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*, hence the stamp icon.
- Submit a "Paper Transcript Request" form for each paper application school. The form is available under "About Me" in "Documents Shared w/ Me" and then "Parent/Student Documents" It is also available on the counseling webpage under "Resources"
- If you wish to submit additional documents (Letters of Recommendation, Resume, etc.) bring them to the Counseling Office.
- Provide an addressed envelope and 4-6 stamps to mail your transcripts and application materials to each school. Turn all materials into the counseling secretaries.

### **Teacher Recommendation Requests**

- Before requesting a letter, contact your teacher(s) personally to ask them if they would be willing to write a letter of recommendation on your behalf.
- Make sure your Student Profile and Resume are complete in your Naviance account.
- Request letters of recommendation through Naviance. From your Naviance homepage click on the "Colleges" tab. Under "Apply to College" click "Letters of Recommendation".
- Click "Add Request".
  1. Use the dropdown menu and select the teacher from whom you are requesting a letter.
  2. Select a specific school for this teacher to submit the letter to or select all current and future colleges I add to my "Colleges I'm Applying To" list.
  3. Send a personal note; write a kind thank-you note in the box for taking the time to write a letter for you.
- Click "Submit Request".

### **Don't forget -**

- Be sure to give your counselor **at least 10 school days** to process your transcript request.
- For Paper Application schools, be sure to bring in addressed envelopes and stamps to the counseling office in order to send out your transcripts.
- If you choose to send SAT and/or ACT scores to colleges, you will have to send these yourself through the SAT/ACT websites. Your application may be incomplete without your test scores.