

# COLLEGE APPLICATION BASICS

## Information You'll Need for Your College Application

### College Application Basics:

Some colleges have their own application, several state schools are part of the SUNY application, and many colleges/universities will accept the Common Application. You need to check before making a decision which method to use. You should also check if any fees are associated with the application. (For example, GCC is free through their application but costs \$50 through the SUNY site.)

\*\*\* **Reminder:** You will need to use a personal email address when one is requested from you.

\*\*\* **DO NOT** use your Dansville School email address

### Common Requested Information for The Class of 2025:

School CEEB Code: 331575

Graduating Class Size: 119

GPA Scale: 100

GPA Weighting: Weighted

Class Rank: Your Rank on Your Transcript

Reporting: Exact

Rank Weighting: Weighted

### Counselor Information:

Counselor Job Title: School Counselor

Prefix/Name: Mr. Zach Matzek

Email: matzekz@dansvillecsd.org

Prefix/Name: Mr. Erik Kastner

Email: kastnere@dansvillecsd.org

Counselor Phone: 585-335-4010

Ext: 1007

Ext: 1006

### Common Application Specific Information:

As a Naviance Family Connection School, you will need to match your Common App account with Naviance to add recommenders and for us to submit your transcript and other reports/documents.

1. On Common App, make sure you have completed the Profile and Education sections of your application and have added at least one college.

#### Steps to Match Naviance and Common App

- \* From the Naviance website: Colleges > Colleges I'm applying to
- \* Enter personal email address > Enter date of birth > Click "Match"
- \* If you haven't created a Common App account, visit the Common App Online link
- \* From Common App Online website: Choose My Colleges > College Search if no college has been selected/entered (Find a college and Add)
- \* Check "Education" > Enter Dansville High School information > Continue

2. On Dashboard, select one of the colleges – you will now see the options to complete your FERPA (privacy) waiver and add recommenders. (**DO NOT** add Teacher Recommenders here!)

#### Steps to Complete the FERPA Waiver

- \* From the Common App website: Choose one of your colleges > College Search if no college has been selected/entered (Find a college and Add)
- \* FERPA Release Authorization > Check the box that you have read and understand > Continue
- \* Check box to authorize or not authorize every school (See explanation on reverse side of this document regarding which option you would prefer before making your selection.)
- \* Check box that you understand that your selections pertain to all colleges that you apply to
- \* Type your name > Type today's date > Continue

3. Once you have completed your FERPA waiver, log in to your Naviance Family Connection account at <https://connection.naviance.com/family-connection/auth/login/?hsid=dansvilleshs>. Under the colleges tab, select "Colleges I Am Applying To." You will now see a prompt to enter your Common App email address and match your accounts.

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## Common App Help Center Regarding Waiver of Access (FERPA)

“Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard letters submitted on your behalf. Remember, even if you retain your right of access, you still won't be able to view any recommendations until after you have been admitted to and enrolled in a college. In other words, FERPA does not give you the right to inspect recommendations before they are sent to your colleges.” The link to complete your FERPA waiver is <https://appsupport.commonapp.org/link/portal/33011/33013/Article/92/Waiver-of-access-FERPA>.

## Teacher Recommendations

This section is where you will add the teachers you've talked to about writing your recommendation. You should **ALWAYS** speak to the teacher **BEFORE** adding them as a recommender and give them a **MINIMUM** of 2 weeks' notice to write your letter. The teacher needs to be listed on this page so they can upload your letter/forms. (If a teacher is not listed, please contact Ms. Oldfield in the Counseling Office and she will assign them a Naviance account so they can be included in the list and be able to upload letters/forms.)

1. You need to check to see how many letters your college will accept and plan accordingly. Naviance will only send the maximum number that each college requires, so if you ask 3 teachers for letters and your school only accepts one, the teacher who uploads their letter first will be the letter that the college reviews.
2. Letters of recommendations are much easier to write when the author knows you and/or has as much information about you as possible. A “Student Data Information Sheet” is a helpful resource that you can fill out, make copies of, and give to each of your recommenders. These data sheets can be found in the Counseling Office.

## Transcript Release Form

We cannot send your transcript to anyone without a signed release form on file. You must fill out a Transcript Request Form for **EVERY** copy of your transcript that you need; one request form for each college, scholarship, employment, military, personal use, etc. that requires a copy of your transcript, . Forms may be located in the Counseling Office or on the Dansville School District website under the High School, and within the “College and Career” link under the Counseling tab.