

NAHS Senior Class - Application Checklist

- STEP 1 - Send SAT and/or ACT scores to each college that requires testing
- STEP 2 - Register for a Common Application account
- STEP 3 - Enter your Colleges into your Common Application account
- STEP 4 - Complete PROFILE and EDUCATION sections on the Common App
 - Graduating Class: 340
 - Class rank reporting: none
 - GPA Scale: 4.0
 - GPA weighting: Weighted
 - Current courses: Count the number of courses you're taking and report them accordingly. The minimum will be 6. The maximum will be 14. Senior Privilege, Directed Study and Advisory don't count.
- STEP 5 - Complete FERPA & Recommenders Section on the Common App
- STEP 6 - Naviance Registration
- STEP 7 - Complete the Guidance Recommendation Form on Naviance
- STEP 8 - Complete Transcript Release Form
 - Pay the one-time flat fee at the Transcript Payment Portal
 - Turn in your form to the Guidance Office
- STEP 9 - Officially Request Teacher Recommendations in Naviance
- STEP 10 - Match your Common App Account with your Naviance Account
- STEP 11 - Complete the Remaining Sections of the Common Application
 - My College Tab - Questions section for each college
 - Common App Tab - Complete Testing, Activities, Writing, Courses & Grades sections
- STEP 12: PROOFREAD everything prior to submitting your Application
- STEP 13: Complete Financial Aid Forms for each college

STEP BY STEP COLLEGE APPLICATION PROCEDURES

The Guidance Department will be sending all transcripts, counselor recommendations and teacher recommendations electronically to colleges using Naviance and Common Application web-based software. To do this, seniors must complete the following steps by the due date indicated.

STEP 1: SEND SAT AND/OR ACT SCORES TO EACH COLLEGE THAT REQUIRES TEST SCORES

- Go to www.collegeboard.org (SATs) and/or www.act.org (ACTs) to send these reports. Guidance cannot send scores. They must be sent through the Collegeboard or ACT websites BEFORE your first deadline. If your college is test-optional you do not need to send scores.
- If your college requires test scores, but you were unable to take the SAT or ACT in the springtime as a junior, you should register for the next available test date through the Collegeboard or ACT websites.

STEP 2: REGISTER FOR COMMON APPLICATION ACCOUNT

All seniors must register for the Common Application by September 30.

- Go to www.commonapp.org.
- Complete the registration form on-line.
- Select a username and password, write it down, and keep it in a safe place.

STEP 3: ENTER YOUR COLLEGES INTO YOUR COMMON APPLICATION ACCOUNT

- Go to the **College Search** tab and search for and enter your colleges
 - Your guidance counselor cannot send your documentation electronically if you do not list all of your Common Application schools on your Common Application account.

STEP 4: COMPLETE PROFILE AND EDUCATION SECTIONS ON THE COMMON APPLICATION

- Go to the *Common App* tab and complete the **PROFILE** and **EDUCATION** sections
- **NOTE: You must complete the PROFILE and EDUCATION sections of the Common Application BEFORE you can complete the FERPA** in step 5. You will need a copy of your full year senior schedule in order to complete the **Current or Most Recent Year Courses** under the **EDUCATION** section.
- You will also need the following information:
 - Graduating Class Size: 340
 - Class Rank Reporting: None
 - GPA Scale: 4.0
 - GPA Weighting: Weighted

- Current Courses: Count the number of courses you're taking and report them accordingly. The minimum will be 6. The maximum will be 14. Senior Privilege, Directed Study and Advisory don't count.

STEP 5: COMPLETE THE FERPA AND RECOMMENDERS SECTION ON COMMON APPLICATION

- **All seniors must complete the FERPA (Family Educational Rights and Privacy Act) on their Common Application account by September 30.**
- Log into your Common Application account.
- Go to the *My Colleges* tab
- Click on the first college listed
- Click on "**Recommenders and FERPA**"
- **FERPA Release Authorization** pop-up box appears
 - Click the box at the bottom which says, "I have fully read and understood the FERPA Release Authorization explanation above"
 - Press the *Continue* button
 - Check the box that authorizes North Andover High School to send your documentation to schools.
 - **Select whether or not you waive your rights to review your recommendations**
 - Waiving your right to review recommendations means that you will not review your recommendations before they are sent. This will not impact any decisions.
 - Type your full name under signature and enter the date
 - Press the **Save** button
- No need to invite recommenders because we use Naviance, unless you are getting a recommendation from someone other than a teacher at North Andover High School.

STEP 6: NAVIANCE REGISTRATION

- **All seniors must register with Naviance Family Connections by September 30.**
- Go to <https://student.naviance.com/nahs>
- Click on "I'm new and need to register!"
- Type in your unique registration code. If you don't have the code please ask the Guidance staff for help.
- Click "**Register**"
- Type in your email address
- Choose a password and confirm your password
- Click "Continue" to complete your registration

STEP 7: COMPLETE THE GUIDANCE RECOMMENDATION FORM IN NAVIANCE

Our counselors spend a great deal of time preparing and writing their recommendations for students. In an effort to help them personalize and accurately reflect upon a student, we ask that two documents be completed by the student and his/her family through **Naviance Student**.

- Click on the **CIRCLE ICON WITH YOUR INITIALS** in top right of the page
- Click on **SURVEYS FROM YOUR SCHOOL**

- Click on **Guidance Recommendation Form**

A. Guidance Recommendation Form - This form is only accessible on the student's Naviance account. It asks specific questions about his/her interests, likes and dislikes, strengths and weaknesses, and extra-curricular and school based activities, which will help our counselors write more meaningful and accurate recommendations. In addition, completion of this form will assist a student in developing his/her very first resume, which then can be attached to college applications. This is only accessible on the student's account. This is mandatory.

B. Parent Recommendation Form – This form is accessible on the parent's Naviance account. This is an opportunity for parents to give our counselors more insight into their students. Students are often modest in talking about themselves. Information collected from this form will only be used by our counselors to write more personalized recommendations for their students. They are not sent on to colleges. This is optional.

STEP 8: COMPLETE A TRANSCRIPT RELEASE AUTHORIZATION FORM

- Once you have determined which colleges you will be applying to, and have entered them into Naviance and your Common Application accounts, you will need to complete a [Transcript Release Authorization Form](#). These forms are also available in the Guidance Office.
- Each form allows you to list up to 5 colleges. If you are applying to more than 5 colleges, please print additional copies of this form.
- Please note that all Common Application schools require an official transcript and a Guidance Counselor Recommendation.
- **You must complete your Guidance Recommendation Form on Naviance BEFORE you turn in your [Transcript Release Authorization Form](#). See Step 7.**
- **You must have both the Guidance Recommendation Form AND the [Transcript Release Authorization Form](#) into the Guidance Office at least one month prior to the application deadline.**
- **Seniors must pay a one-time flat fee of \$25.00, which covers the cost of sending ALL of your transcript packages to the colleges you are applying to. For seniors who receive Free or Reduced Lunch, the one-time flat fee is \$12.00. Click here to access the [Transcript Payment Portal](#).**
- **Counselor Recommendations are written in the order in which the Transcript Release Authorization Forms are received, so plan ahead.**

- The forms must be submitted directly to a member of the Guidance staff. **DO NOT** leave them in a counselor's mailbox or on the front desk in Guidance.
- Make sure you include the names of the teachers who will be writing recommendations for you in the space provided on the form. NOTE: If a teacher indicates that a student has not had a face to face conversation with them about writing a letter of recommendation, a letter will not be written. The Guidance staff will follow up with that student directly, but it may delay the process.
- If a college does not accept the Common Application, and does not allow electronic filing of transcripts and counselor recommendations, these items will be mailed in an envelope to the college.

STEP 9: OFFICIALLY REQUESTING TEACHER RECOMMENDATIONS IN NAVIANCE

- You must ask a teacher via email or in person before you officially request them in Naviance
- Log into Naviance
- Click **Colleges** tab
- Under the **Apply to College** heading scroll down until you see **Letters of Recommendation**. Click on the link.
- Click **Add Request**
 - Use dropdown menu to select the teacher you are requesting
 - Choose "General Request"
 - Add a personal note to the teacher and/or send a thank you
 - Submit request
- Repeat the above steps to add additional teacher recommendations. Once a teacher is requested, you only need to do this one time.

STEP 10: MATCHING YOUR COMMON APP ACCOUNT WITH YOUR NAVIANCE ACCOUNT

- While in Naviance, go to **Colleges I'm Applying to** and match your Naviance Account with your Common App Account.
- Click on **Match Accounts** and enter the email address used on the Common App

STEP 11: COMPLETE THE REMAINING SECTIONS OF THE COMMON APPLICATION

- **Under My College Tab** - Complete the **QUESTIONS** section for each of the colleges you are applying to. Some colleges may have additional essay questions listed in this section.
- **Under Common App Tab** - Complete the following sections of your application:
 - Testing
 - Activities
 - Writing
 - Courses & grades if required

STEP 12: PRIOR TO SUBMITTING YOUR APPLICATION

- **PROOFREAD** the entire application including essays **BEFORE** submitting your applications
- You will be submitting one college application at a time.
- First, you will be asked to pay the application fee, if there is one
- Then submit the Common Application and Questions section including additional essays if required

STEP 13: COMPLETE FINANCIAL AID FORMS FOR EACH COLLEGE

- Check each college website for their specific requirements and deadlines
- FAFSA at [FAFSA® Application | Federal Student Aid](#) - available December.
- CSS PROFILE at <https://cssprofile.collegeboard.org/>
- Note that CSS Profile is NOT required for all colleges.
- Massachusetts Educational Financing Authority's (MEFA) Guide to Financial Aid at <https://www.mefa.org/uploads/pdfs/mefas-guide-to-financial-aid.pdf>