



Central Bucks High School East

2025-2026

Step 1: Release of Records Student/Parent Authorization

Student Name: _____
(Please print your name clearly)

Major: _____
(If unsure, list multiple majors you are considering)

By signing below, I acknowledge and consent to the following:

I give permission to Central Bucks East to release the following records to colleges, NCAA, scholarships, and enrichment programs, as needed: Official Transcripts, Secondary School Report, recommendations, Mid-year and final grades and School Profile.

I am aware that all requests require a minimum of **15 school days to process after you submit your request through Naviance.** (Students can begin to make requests in Naviance on Sept.10). **This form is NOT a transcript request.**

I am aware that if I ask for a letter of recommendation from my School Counselor, I need to fill out the **Counselor Recommendation Questionnaire** in Naviance, under “Surveys”. The paper copy of the **Counselor Recommendation Request Form** will need to be submitted to Mrs. Kozman in C106. (form available in C106 and on website beginning Sept. 9). ***Failure to do so will result in a delay in writing/sending a recommendation letter.***

I acknowledge that recommendations and Secondary School Reports are confidential, personal in nature, and are not part of my educational record. I hereby **waive my right** to view recommendations at any time.

I acknowledge that if I add, drop, or change my senior year classes, it is my responsibility to notify each college to which I have applied.

I authorize the release of records as described above. I understand this authorization will expire July 31, 2026.

THIS FORM AUTHORIZES US TO SEND YOUR APPLICATION DOCUMENTS. YOU MUST STILL ADD TRANSCRIPT REQUESTS IN NAVIANCE and REQUEST RECOMMENDATIONS (IF NEEDED).

Student Signature: _____ *Date:* _____

Parent/Guardian Signature: _____ *Date:* _____

Please submit this form to Mrs. Cynthia Kozman in Room C 106

Office Received: _____

College App Process – Step 2

Begin College Applications

Once you have submitted your signed Records Release (Step 1), then you should **begin** your college applications. Generally, college applications can be submitted in three ways: college specific applications, Coalition for College Application, and Common Application.

Application Type #1: College Specific Application For some colleges, you can use their own application, typically available electronically on their website. You'll make an account, and the application only goes to that one school. Follow all instructions from that college website.

Application Type #2: Coalition for College Application [Prepare for & apply to college with the Coalition for College \(coalitionforcollegeaccess.org\)](https://www.coalitionforcollegeaccess.org)

Application Type #3: The Common Application



If you are using Common App, you **MUST** follow these steps **before requesting a transcript** so that we can send your materials to your schools.

1. Create a Common App account (www.commonapp.org). Be sure to save your login info.
2. In the **Common App** tab, Complete the "Profile" and "Education" sections*.
3. In the **College Search** tab, search for the college(s) you are applying to, and click the "Add to My Colleges" button. (You may edit this list and can keep adding schools to your My Colleges list). You must add schools here BEFORE you can request a transcript through Naviance.
4. Select any one of the colleges you listed in your My Colleges tab. Then, from the menu on the left, under "Application," click on "Recommenders and FERPA" and complete the FERPA waiver:
 - a. When completing the FERPA Waiver, click the first option: "I waive my right to review all recommendations and supporting documents."
 - b. Note: Do not request any recommendations through your Common App account. See instructions for requesting teacher and counselor recommendations.
5. **Complete the "Matching" process in Naviance**
 - a. In Naviance, go to "Colleges I'm Applying to."
 - b. Click "Match accounts."
 - c. When prompted, enter your Common App username and password, click "agree", click "connect and continue."

*Here is some information you will need to complete the Profile and Education sections of your Common App:

- Class of 2026 class size: **451 students**
- GPA Scale: **4.0 (weighted) Do not include your unweighted GPA**
- CEEB School Code: **390488**
- Class rank: "N/A" (district does not rank). You do NOT provide your rank on Common App or on your applications.
- In the "Education" section of the Common App tab, you select your current high school, and the dates of entry, which should be **Sept 2022** (this is when you entered 9th grade). You do NOT indicate your CB middle school as a separate school in Common App. If you attended a school outside of CB for any grades 9-12, indicate that in the "Other Secondary/High Schools" tab.


- You will need an unofficial copy of your high school transcript (available in your student portal under “Reports”). Some colleges ask you to self-report your full academic record (9-12) in the Courses & Grades section. (Please note that this step is different than completing a Self-Report Transcript & Academic Record System -STARS)
 - When entering your courses, choose “year-long”(not block scheduling), enter your final course grades, and the credit value.
- A copy of your test scores and dates. If you decide to report your scores, you have the option to enter scores for SAT/ACT tests, and to enter dates of upcoming tests you plan to take. If you are applying as test-optional we do **NOT** recommend including your test scores on your application.

Class of 2026 College Application Process - Step 3


Requesting Transcripts in Naviance

**** Be sure to request Transcripts at least 15 SCHOOL DAYS before your application deadline! Only request transcripts be sent to schools to which you are applying. ****

(See bottom of page for Transcript Request Deadlines)

1. You cannot request a Transcript through Naviance until you have:
 - Submitted your signed Release of Records Authorization form to Mrs. Kozman in C106 and
 - If using Common App: Created account; completed some sections; Matched with Naviance, and submitted FERPA waiver. See instruction sheet entitled "Begin College Applications" for more information. If you have completed these steps, then proceed.
2. Log into Naviance. From the Menu, select, "Colleges I'm Applying To".
3. To request **transcripts for Common App** schools, follow these directions:
 - Match your Common App and Naviance accounts (directions are in Step 2)
 - Click "**+ Request Transcripts**"
 - Check off "**initial**" under **What type of transcript are you requesting?**
 - A list of your Common App schools should appear when you expand the **Where are you sending transcripts?** question.
 - Check off the boxes of the colleges you're applying to/want to send transcripts to and click **Request and Finish**
4. To request **transcripts for non Common App** schools, follow these directions:
 - Click the  (blue plus sign) and follow the steps below:
 1. From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the options.
 2. From **App Type** click the drop-down to identify your answer.
 3. From **I'll submit my application?** Click the drop-down to select either: via Common App, or Directly to the Institution (if you're using college's own application). DO NOT select "I'm not sure."
 4. To confirm that you have submitted your application, select the checkbox labeled **I've submitted my application.**
 5. Click **Add and Request Transcript.**
 6. From **What type of transcript are you requesting?** Select the **Initial** checkbox.
 7. Review **Where are you sending this transcript?** To ensure the proper college name is displaying.
 8. Click **Request and Finish.**

****Repeat this process for EACH NON COMMON APP COLLEGE to which you want a transcript sent. ****

5. Review your **Colleges I'm Applying To** dashboard.
 - If you see this icon  , then there's a problem. You must go back and tell us how you're submitting that application by selecting either: **Via the Common App** or **Directly to the Institution**. If the setting is left as **I'm not sure yet**, your transcript **CANNOT** be submitted.

- Make sure that under the Transcripts heading for each college, it says “Requested”. That is how/when you know you’ve requested your transcript for that school correctly! If it says “Not Requested”, you have not requested your transcript for that school.

6. Self-Reported Transcripts and Academic Record

Follow the instructions on the colleges’ websites if self-reported grades/transcripts are required. The most common system used is the **STARS: STARS LOGIN**. Instructions for completing it can be found on the CB East School Counseling site.

*Do not request transcripts for schools that require a self-reported academic record, however these colleges must still be added to “Colleges I’m Applying To” in Naviance.

APPLICATION DEADLINE

October 15
 November 1
 November 15
 December 1
 January 1
 January 15
 February 1
 February 15
 March 1

TRANSCRIPT & RECOMMENDATION REQUEST

September 22
 October 10
 October 24
 November 5
 December 3
 December 15
 January 9
 January 26
 February 5

College Application Process -Step 4

Requesting Teacher Letter of Recommendation (if applicable)

Once you have completed the following steps, you are ready to request your Teacher Letter of Recommendation through Naviance:

- Turned in your signed Release of Records Authorization to Mrs. Kozman in C106
- Begun your college applications.
- Requested transcripts in Naviance.
- Spoken with your teacher(s), and they agreed to write your recommendation letter

Follow these steps only if letters of recommendation are required for the schools to which you are applying.

Log into **Naviance** and click on the **Colleges** link at the top:

1. Under **Apply to Colleges**, select the **Letters of Recommendation** link.
2. Click the **ADD REQUEST** button.
3. Select the teacher's name from the drop down menu.
4. Select the specific school(s) to which you would like that teacher to send a recommendation.
5. Click the **SUBMIT REQUEST** button.
6. If you want an additional teacher to send a letter of recommendation, repeat the steps above.

APPLICATION DEADLINE

October 15
November 1
November 15
December 1
January 1
January 15
February 1
February 15
March 1

RECOMMENDATION REQUEST DEADLINE

September 22
October 10
October 24
November 5
December 3
December 15
January 9
January 26
February 5

Class of 2026 College Application Process- Step 5 (if applicable) Requesting Counselor Recommendation

If your college **requires** a Counselor Letter of Recommendation, you must follow these steps to request the letter from your counselor.

1. Complete the Counselor Recommendation Questionnaire in Naviance (click your initials in top right corner > Surveys from my School). This must be completed before your counselor can write you a recommendation.
2. Fill out the Counselor Recommendation Request in paper form (and on school counseling website) and drop off to Mrs. Kozman in C106.

APPLICATION DEADLINE

October 15
November 1
November 15
December 1
January 1
January 15
February 1
February 15
March 1

RECOMMENDATION REQUEST DEADLINE

September 22
October 10
October 24
November 5
December 3
December 15
January 9
January 26
February 5

Counselor Recommendation Request

School counselor recommendations are classified differently than teacher recommendations. **Not** every college requires a school counselor recommendation. Please check each college application checklist on their website and Common Application before submitting this form.

Date: _____

Student Last Name: _____

Student First Name: _____

- I confirm that I have submitted a transcript request for this college via Naviance.
- I confirm that I have completed the Counselor Recommendation Questionnaire on Naviance.
- I acknowledge that recommendations are confidential in nature and understand that they are not part of my educational record, so I do not have access to them.
- I confirm that the following college requires a school counselor recommendation.

- o Name of College: _____

***Please note you only need to submit this form one time. When you request transcripts in Naviance for any subsequent colleges, the counselor recommendation will be automatically sent if the college requires it.**

Student Signature _____

Please submit to Mrs. Cynthia Kozman in the School Counseling Office in room C106.

College Application Process – Step 6

Submitting Test Scores (if applicable)

If your college requires OFFICIAL TEST SCORES for admission, then you must send your scores from [College Board \(SAT\)](#) or [ACT Student \(ACT\)](#).

1. If you do not plan to take the SAT or ACT again, then log into your SAT or ACT accounts, and follow directions to send scores. There is typically a fee to send your score report to each college.
 - a. From the SAT Suite: If you've taken the SAT more than once, you can send only your best score. However, the college you're sending scores to might have a policy that they want to see all your scores or you may want the college to superscore your SAT scores. An SAT superscore is a combined score created by taking your highest individual section scores (highest Reading and Writing score + highest Math score) from different test dates, rather than just your highest total score from a single test day. As you select scores to send, you can view the policy requirements of the schools you selected and send what they require.
 - b. For ACT: You can also choose to send one test date score set or superscore. In order to send a superscore you must have scores from at least two test events. Your superscore is made up from your best individual scores to create the best overall composite score. When institutions receive your superscore they not only receive those scores, but also scores from your highest test event, as well as the events that make up that overall superscore composite. If you want to make sure a college has a specific score, you can still send scores from a specific test event. Follow directions in MyACT from [act.org](#).
2. If you plan to take the SAT or ACT this fall, you may send your score report to up to 4 schools for free at the time of registration. If you registered (for an upcoming test) but forgot to indicate schools, go back into your account to send your free score reports. If you add a college to this list, and end up NOT applying there after all, don't worry – nothing happens! But if you DO apply, then the college will have your score report which contains all scores up to and including the test for which you registered.

Many colleges are Test Optional, which means you have the option of submitting your scores – or not.

1. If you're not sure if you should send your scores, look at the college's mid-range SAT/ACT scores, and see how your scores compare.
2. Feel free to discuss this with your counselor.

The Common App allows you to SELF-REPORT your test scores. *This is not considered an "official score report,"* and if the college requires Official Reports, you'll still need to order your score report and have it sent.

If you self-report your scores on Common App, then be aware that all colleges will see them. If you plan to apply Test Optional to any of your schools, you should NOT self-report your test scores through Common App. Only send score reports to the schools you want to receive your scores.