Plainview-Old Bethpage John F. Kennedy High School

College Application Checklist

AUGUST:

- ☐ Review and sign your pink transcript. Return it to the Guidance Office.
- ☐ Register on Common Application. **Do NOT use your POB school email address for Common Application.**
- ☐ On Common App:
  - ☐ Complete the ***Education section*** and add at least one college to your "colleges list."
  - ☐ Complete the ***FERPA confidentiality agreement*** – it can be found under the "My Colleges" tab and then in the "Recommenders and FERPA" tab of your application.
- ☐ Go into Naviance Student and match your Common Application to Naviance as prompted.
- ☐ **If you have applied to any non-Common App schools, add these to your list in Naviance (i.e. CUNY and Georgetown University)**

SENIOR FALL:

- ☐ Complete and submit your college applications. If any of the institutions you are applying to are Common App schools, you **MUST** submit that application using the Common App.
- ☐ Keep your list current and delete any schools you decide NOT to apply to.
- ☐ Submit a Processing Form (Green Sheet) to the Guidance Office as you complete each college application.
- ☐ Give a completed Teacher Recommendation Form to the teacher(s) you requested a recommendation from.
- ☐ Send your official SAT and/or ACT to your colleges.

Teacher Recommendations: How to Request Through Naviance

**Before adding your teacher on Naviance, you must first speak to your teacher in person to ask them if they are willing to write and submit the letter on your behalf.*

- ☐ Click on "Colleges" – on the top of the page.
- ☐ Scroll Down to the "Letters of Recommendation section" and click on it.
- ☐ Click on "Add New Requests."
- ☐ Search for your teacher's name on the drop down menu and click on it.
- ☐ Click on "Specific Request" – this allows you to pick specific teachers for specific colleges.
  DO NOT request your teacher recommendations through Common App – use Naviance Student.

Important: CHECK YOUR EMAIL REGULARLY! Colleges will typically send out information about their own portal logins and additional requirements (for example - some require submission of the STARS (Self-reported Transcript and Academic Record System).

A note about senior year grades: First-quarter grades are **not** automatically sent to the colleges. It is the student's responsibility to know if the college(s) require first-quarter grades, and if so, the deadline.

Mid-year grades will automatically be sent to all applied colleges unless indicated otherwise on the google form.