



Pottsgrove High School

COLLEGE APPLICATION PROCESS

How to Apply

- 1. Make sure the Parent Release of Records is filled out and turned in to Mrs. Crowell in the Guidance Office.** It is located in the College and Career folder in the document resources in Naviance Student. Document Resources Folder is located under your account. Click the circle all the way to the right with your initials in it. **THIS FORM DOES NOT REQUEST TRANSCRIPTS.**
- 2. Make sure your Recommendation Brag Sheet is complete and accurate in Naviance Student.** The Brag Sheet is located in your account, under Surveys/Surveys from my school. Teachers rely on this to write strong letters of recommendation for you. **Please note Pennsylvania state schools do not require letters of recommendation. In addition, Penn State does not accept letters of recommendation.*
- 3. If you are applying using the Common Application, match your Common App account with your Naviance account.** *In order to match your Common App and Naviance Student account, you MUST have at least one college on your Common App list AND have completed the Education and FERPA piece of the application.* To match the accounts, click the "Colleges" tab then "Colleges I'm Applying to". Finally click "Match Accounts." **Please only put colleges you are actually applying to on your Common Application list. You can add colleges you are thinking of applying to to your Naviance list.*
- 4. If you are using the Common Application, your Common Application list will merge with Naviance and add your colleges to the Colleges I'm Applying to list. If NOT, add the colleges you are applying to onto the "Colleges I'm Applying to" list.** Click "Colleges", "Colleges I'm Applying" to and then the "blue plus sign" to add the application. **THIS STEP DOES NOT REQUEST TRANSCRIPTS.**
- 5. Request your teacher letter(s) of recommendation.** *If we are in the school building, it is important that you ask the teachers face to face. During virtual learning, please ask the teacher via email.* Once the teacher agrees to write your letter, send the teacher an invite through Naviance. Click the "Colleges" tab, then look under Apply to College then click "Letters of Recommendation". Finally, click "add request" and scroll down until you find the teacher. In order for the teachers to send your letter, your "Colleges I'm Applying to" list must be filled out with the colleges you are applying to. Please note you can have the teacher send his/her letter to all colleges or choose specific colleges. Final point, please take notice of the maximum number of letters a school will accept. If you have more letters than a school will allow, the school will get the letters from the teachers who sent the letter first.
- 6. Apply Online.** Applications can be found on the admissions page of the college's website or you can use the Common Application or Coalition Application if the school accepts that. PLEASE READ ALL INSTRUCTIONS CAREFULLY ON EACH COLLEGES WEBPAGE AND ON THE COMMON APPLICATION AND THE COALITION APPLICATION.
- 7. Request your transcripts through Naviance Student** Click the "Colleges" tab, then look under Apply to College, then click "request transcript". *Although many colleges will allow you to self submit your transcripts, requesting official transcripts is highly recommended.*
- 8. Send SAT/ACT and AP scores directly to the college if needed.** **Pottsgrove will NOT include SAT or ACT scores on the transcript. If you want your SAT/ACT scores on your transcript, you will need to check the appropriate box on the Parent Release of Records form.*

Key Points to Remember:

- Please use your full name on the application.
- Use an appropriate email address for correspondence with colleges. **DO NOT USE YOUR SCHOOL EMAIL.**
- Please make sure you match your Common Application and Naviance Student accounts. If you fail to do this, we will NOT be able to send your transcripts.
- **All transcripts are requested through Naviance Student.**
- ASK Questions! If you are unsure, please ask your counselor.
- **Students are responsible for knowing and meeting all college application deadlines. Please realize transcripts may take a minimum of 5 days to send.**