GRANDVIEW'S ROLE IN THE COLLEGE APPLICATION PROCESS

COLLEGE INFORMATION WORKSHOP
FALL 2026

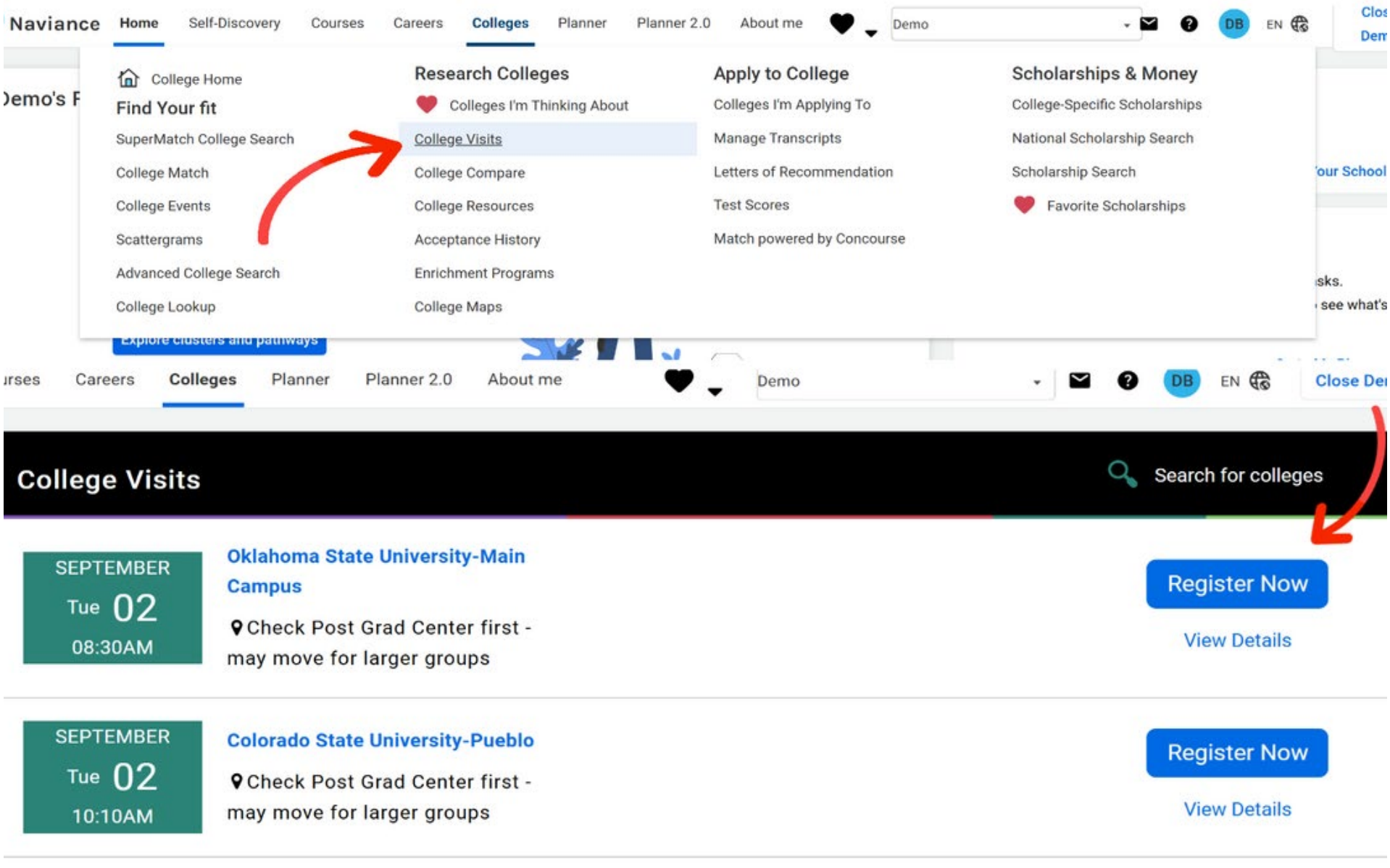
COLLEGE AND CAREER READINESS DAY

WEDNESDAY, OCTOBER 7, 2026

- **FIELD TRIP – UCCS**
- **APPLICATION HELP**
- **ESSAY HELP**
- **SCHOLARSHIP SESSION**
- **ASVAB (military test)**

SIGN-UPS WILL BE POSTED ON SCHOOLOGY THIS THURSDAY

REPS VISITING WITH GRANDVIEW STUDENTS



COLLEGE APPLICATION PROCESS

YOU

Complete application, including any required essays

Pay application fee

Request letters of recommendation and follow-up (if needed)

Once teachers have uploaded letters (if needed), you can request transcript

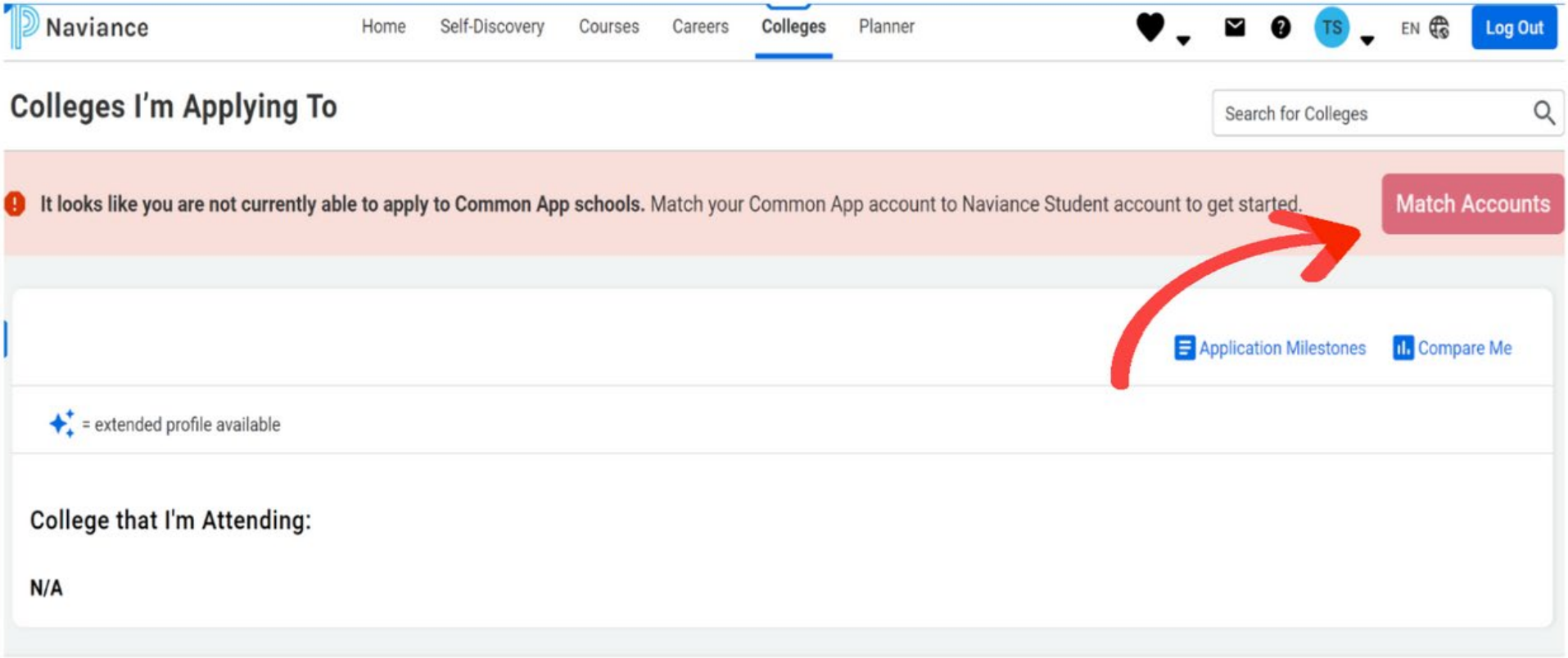
POST GRADUATE CENTER

- EVERYTHING GETS SENT TOGETHER FOR EACH SCHOOL
- TRANSCRIPT/CURRENT SCHEDULE ARE SENT
- LETTERS OF RECOMMENDATION (IF NEEDED) ARE SENT

*** **Do not** request letters of recommendations through Common App***

ADDING SCHOOLS TO NAVIANCE

NAVIANCE→COLLEGES→COLLEGES I'M APPLYING TO



You will not be able to request letters or send transcripts without adding your colleges on Naviance first.

How Many Letters of Recommendation Do I Need?

Check CommonApp or the school's website!

How Many Letters of Recommendation Do I Need?

Check CommonApp or the school's website!

Apply to University of Colorado Boulder

University of Colorado Boulder

admissions@colorado.edu · Phone (303) 492-6301

Regent Administrative Center 125
552 UCB
Boulder, CO 80309
USA

Application deadlines

Fall 2027

Early Action · November 15, 2026

Regular Decision · January 15, 2027

Spring 2027

Regular Decision · October 01, 2026

Application fees and fee waiver

U.S. students: $65
International students: $70

Common App fee waiver accepted for all eligible students

Links

Application information

Standardized test policy:
- Never required
- See website
- Test Policy Information

Accepted English proficiency tests:
See website

Courses & Grades:
Not Used

Recommendations:
- School Report Required
- Final Report Required
- Teacher Evaluation(s): 1 Required, 1 Optional
- Other Evaluation(s): Not Applicable

Apply to Colorado College

Colorado College

admission@coloradocollege.edu · Phone (800) 542-7214

Admission Office
14 East Cache La Poudre St
Colorado Springs, CO 80903
USA

Application deadlines

Fall 2027

Early Action · November 01, 2026

Early Decision · November 01, 2026

Early Decision II · January 15, 2027

Regular Decision · January 15, 2027

Application fees and fee waiver

U.S. students: $0
International students: $0

Links

- College website
- Admissions office

Application information

Standardized test policy:
- Never required
- Test Policy Information

Accepted English proficiency tests:
Duolingo or IELTS or TOEFL

Courses & Grades:
Not Used

Recommendations:
- School Report Required
- Counselor Recommendation Required
- Mid Year Report Required
- Final Report Required
- Teacher Evaluation(s): 1 Required, 3 Optional
- Other Evaluation(s): 0 Required, 2 Optional

Requesting Letters of Recommendation

1. **Student meets with Counselor or Post-grad Specialist to request a *Letter of Recommendation Form* (Pink Sheet)**
   a. **Before this, student should have Common App linked to Naviance/colleges added AND they should check to see how many letters each college accepts.**

1. **Student will complete and print the *Letter of Recommendation Questionnaire* for their teacher/counselor**

1. **Student will meet with their teacher/counselor to request the letter and hand them the pink sheet and the completed (printed) questionnaire.**

1. **The teacher will upload the student's letter into Naviance once completed (they will not give it to the student).**

Letter of Recommendation Request Form

Student Name _____ Recommender's Name _____

Student Directions

1. Add colleges and/or match Common App in Naviance.
2. Verify that the colleges you are applying to accept a letter of recommendation (college websites).
3. Meet with teacher/counselor in-person to request a letter and provide them with this pink sheet and Letter of Recommendation Questionnaire.
   - Complete 1 pink sheet per recommender
   - Remember to write your teacher/counselor a thank you note!

Names of Colleges that Accept Letters of Recommendation	Teacher Deadline **(Same deadline as the transcript request deadline)**

Letters of Recommendation from counselors/teachers are <u>confidential</u> and will not be given to students/parents.

Letters of recommendation will be sent to any college you apply to that accepts them.

I understand the above statements and waive my right to review any letters of recommendation.

Student Signature _____ Date _____

Teacher Directions On The Back →

IMPORTANT!

Students must give teachers/counselors 10 school days to write the letter before their transcript request form is due.

Teacher Directions

1. Students must talk to you in person and turn in their completed pink sheet.
2. Upon agreement, student will provide you with a copy of their letter of recommendation questionnaire.
3. In Naviance (2 items)
   a. Upload your letter
   b. Complete the Common App teacher evaluation form

Reminders:

- Students are instructed to request letters at least four weeks prior to the deadline.
- All letters should be written on school letterhead which can be found in schoology under staff resource course.
- All letters should be written as general recommendations (not to one specific college).
- Please notify student when your letter is uploaded into Naviance.

Request Deadlines

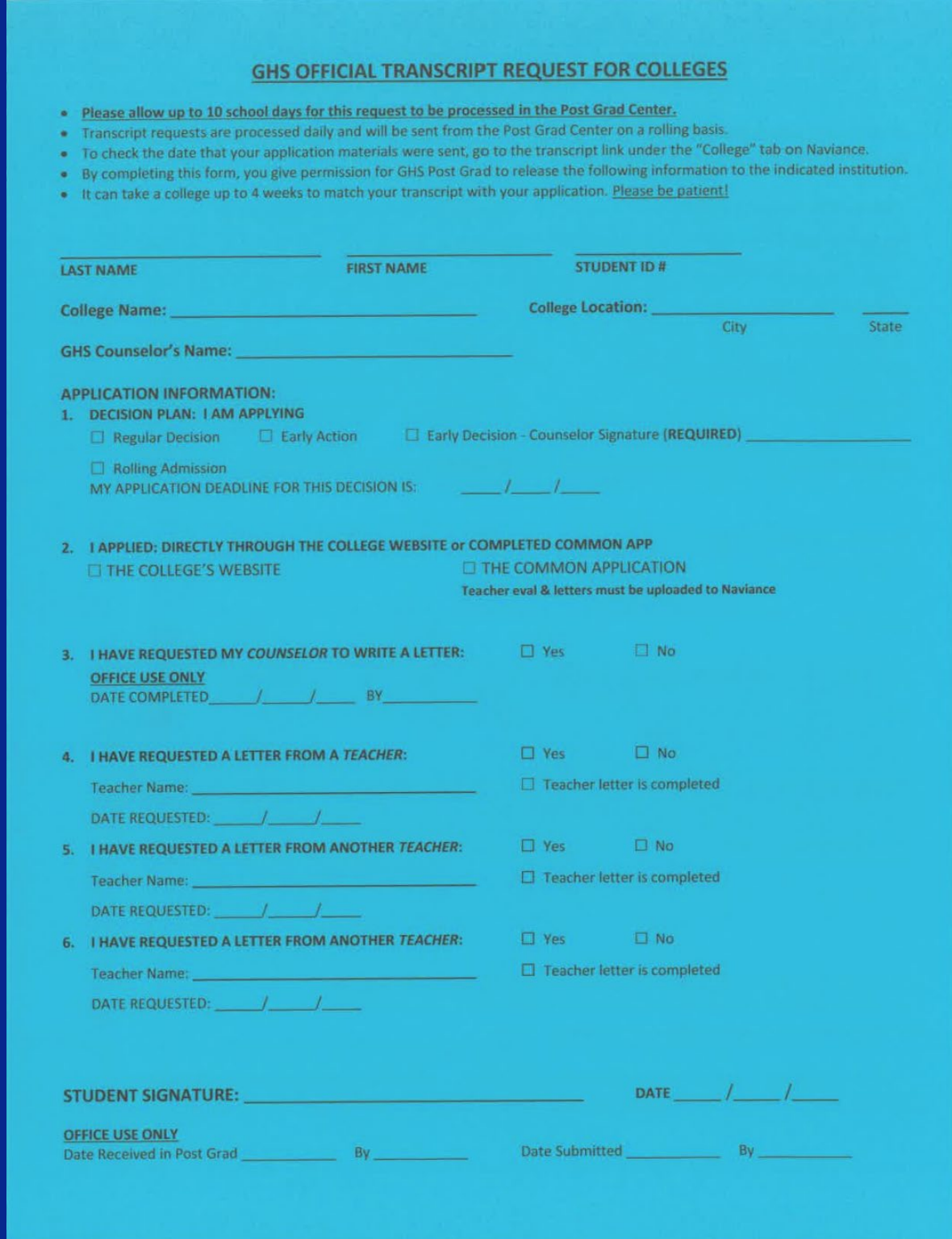
College Application Deadline	Student LOR Request Deadline	Student Transcript Request Deadline (Teacher letter of rec must be uploaded to Naviance)
October 15th	September 12th	October 4th
November 1st	September 29th	October 11th
November 15th	October 13th	November 1st
December 1st	October 29th	November 15th
December 15th	November 12th	November 29th
January 1st	November 21st	December 8th
January 15th	December 5th	December 18th
February 1st	December 15th	January 17th
February 15th	January 13th	January 31st

Requesting Transcripts

1. Student completes one *Transcript Request Form* (Blue Sheet) per college that requires an official transcript.

1. If the student is sending Letters of Rec to that college, the letters must already be uploaded into Naviance by the teacher before they can turn in the blue sheet.

1. If a college does not require an official transcript (Self-Report Colleges), the student does not need to complete a blue sheet but they do still need to add their college to Naviance under "Colleges I'm Applying To".



GHS OFFICIAL TRANSCRIPT REQUEST FOR COLLEGES

- Please allow up to 10 school days for this request to be processed in the Post Grad Center.
- Transcript requests are processed daily and will be sent from the Post Grad Center on a rolling basis.
- To check the date that your application materials were sent, go to the transcript link under the "College" tab on Naviance.
- By completing this form, you give permission for GHS Post Grad to release the following information to the indicated institution.
- It can take a college up to 4 weeks to match your transcript with your application. Please be patient!

LAST NAME _____ FIRST NAME _____ STUDENT ID # _____

College Name: _____ College Location: _____ City _____ State

GHS Counselor's Name: _____

APPLICATION INFORMATION:

1. DECISION PLAN: I AM APPLYING
   ☐ Regular Decision ☐ Early Action ☐ Early Decision - Counselor Signature (REQUIRED) _____
   ☐ Rolling Admission
   MY APPLICATION DEADLINE FOR THIS DECISION IS: ____/____/____
2. I APPLIED: DIRECTLY THROUGH THE COLLEGE WEBSITE or COMPLETED COMMON APP
   ☐ THE COLLEGE'S WEBSITE ☐ THE COMMON APPLICATION
   Teacher eval & letters must be uploaded to Naviance
3. I HAVE REQUESTED MY *COUNSELOR* TO WRITE A LETTER: ☐ Yes ☐ No
   OFFICE USE ONLY
   DATE COMPLETED____/____/____ BY_____
4. I HAVE REQUESTED A LETTER FROM A *TEACHER*: ☐ Yes ☐ No
   Teacher Name: _____ ☐ Teacher letter is completed
   DATE REQUESTED: ____/____/____
5. I HAVE REQUESTED A LETTER FROM ANOTHER *TEACHER*: ☐ Yes ☐ No
   Teacher Name: _____ ☐ Teacher letter is completed
   DATE REQUESTED: ____/____/____
6. I HAVE REQUESTED A LETTER FROM ANOTHER *TEACHER*: ☐ Yes ☐ No
   Teacher Name: _____ ☐ Teacher letter is completed
   DATE REQUESTED: ____/____/____

STUDENT SIGNATURE: _____ DATE ____/____/____

OFFICE USE ONLY
Date Received in Post Grad _____ By _____ Date Submitted _____ By _____

IMPORTANT!

Please pay attention to both application and transcript request deadlines.

Transcript requests should be submitted to the Post Graduate Center no later than 10 school days prior to application deadline.

Transcript Request Deadlines for College

All transcript request forms are due 10 school days prior to the application due date. Please see the chart below regarding deadlines.

APPLICATION DEADLINE	TRANSCRIPT REQUEST DEADLINE
NOVEMBER 1ST	OCTOBER 9TH (Fall break Oct. 12-16)
NOVEMBER 15TH	NOVEMBER 2nd
DECEMBER 1ST	NOVEMBER 13TH (Thanksgiving break Nov. 25-27)
JANUARY 15TH	DECEMBER 11TH (Winter break Dec. 21 - Jan. 4)
FEBRUARY 1ST	JANUARY 15TH

Below is a chart with SOME of the application deadlines for in-state universities. This is NOT a comprehensive list.

University	Early Action	Early Decision (BINDING)	Regular Decision
University of Colorado-Boulder (CU)	November 15th, 2026	N/A	January 15th, 2027
Colorado State University-Fort Collins (CSU)	November 15th, 2026	N/A	January 15th, 2027
Colorado School of Mines	November 1st, 2026 (Priority)	N/A	January 15th, 2027
University of Denver (DU)	November 1st, 2026	November 1st, 2026 January 15th, 2027	January 15th, 2027

COLORADO FREE APPLICATION DAYS: OCTOBER 20TH - 22nd, 2026

ALL PUBLIC UNIVERSITIES IN COLORADO WILL WAIVE APPLICATION FEES DURING THESE DAYS. SOME PRIVATE UNIVERSITIES IN COLORADO WILL WAIVE FEES.

*Transcripts **DO NOT** need to be sent during the free date window, they need to be requested before the actual application deadline of each college (see the chart above for deadlines).

SENDING TEST SCORES TO COLLEGES

MANY SCHOOLS ARE TEST OPTIONAL

STUDENTS MUST SUBMIT SCORES DIRECTLY THROUGH COLLEGEBOARD.ORG AND/OR ACT.ORG

Q & A

Students drive the college application process and their school counselor is here to support.

They can make appointments on Grandview's website, through Schoology and there are QR codes in the counseling office

We will also be holding College Application Help Sessions in Post-Grad:

- **9/8 & 9/22 during both lunches**