

## **Instructions for Use of “Colleges I’m Applying To” in Naviance**

1. **Create** an account at commonapp.org and keep login information to use later in Naviance. Complete application including the FERPA Release Authorization. It is in the student’s best interest to **waive** their right to access their recommendation letters.
2. **Log** into Naviance account and **complete** “Common App Account Matching” under the “Colleges” tab. You will need to input your Common App email address and birthdate.
3. **Finalize** list of “Colleges I’m Applying to List.” (Once a school is moved to “Applying” from “Thinking About,” it can only be removed by counselor). Please indicate if you are applying via the Common Application/Coalition Application/institution’s specific application and specify application type (e.g. early decision, early action, regular decision).
4. **Check** the “Request Transcripts” box. This activates the documents tracker.
5. **Apply** to colleges and then under “Colleges I’m Applying to” click “Have You Applied?” under My App then check the “I have submitted my application” box.
6. **Submit** to your Counselor a signed *Teacher & Counselor Recommendation Waiver* and *Transcript Release Form* with list of colleges where you have applied and include deadlines. Forms must be submitted 15 school days in advance of the application deadline.
7. **Request** letters of recommendation from your teachers. Please discuss with your teacher if they will be sending via postal mail or via Naviance. If by mail, please provide stamped, addressed envelopes and any supplemental forms (e.g. Common Application’s Teacher Evaluation) required to the teachers that are writing your letters of recommendation. Requests must be submitted 15 school days in advance of the deadline.
8. **Contact** College Board (SAT) and/or ACT to request your test scores be sent to the colleges to which you are applying (if applicable).
9. **Update** your Naviance account as you receive admissions decisions.

The School Counseling Office will submit the following via Naviance:

- Counselor Recommendation Letter
- Secondary School Report (if applicable)
- School Profile
- Official Transcript

**\*\*Please note that some schools require prospective students to self-report their academic record. If you are applying to a self-report school, you should pick up an unofficial copy of your transcript from the Guidance Department to complete your application.**

## **Transcript Release Form Submissions and Teacher Recommendation Requests**

<b>College Application Deadline</b>	<b>Guidance/Teacher Recommendation Request Deadline</b>
October 15	September 23
November 1	October 9
November 15	October 21
December 1	November 4
December 15	November 20
January 1	December 3 *due to Winter Recess
January 15	December 16 *due to Winter Recess
February 1	January 8

Please do not hesitate to contact your school counselor if you have any questions.