

**Hold on tight  
for today's  
action  
packed AT!**

**We'll be  
talking  
about...**

- 1. Sending your transcript**
- 2. Teacher recommendations**
- 3. Counselor recommendations**



## Learning Targets

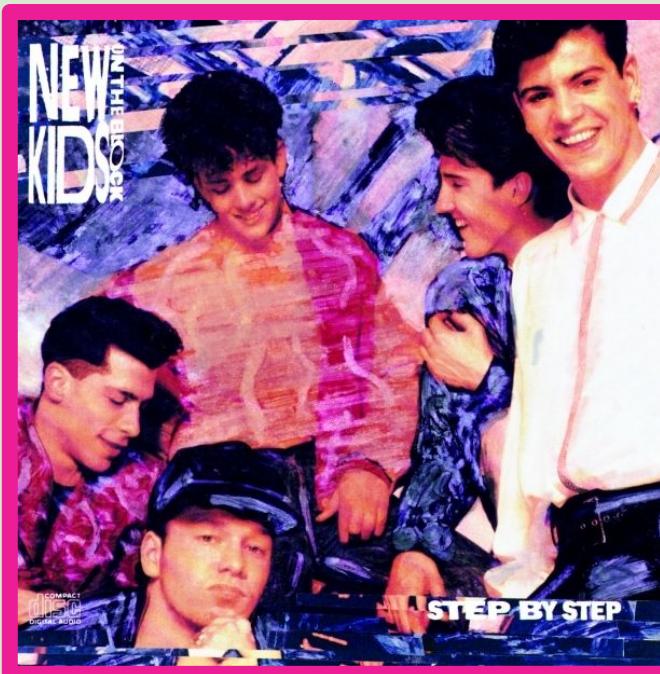
- I can officially request my transcripts in Naviance.
- I can make sure I have chosen the accurate “type” of application I will be using for each school on Naviance. i.e. ED, EA, RD or Rolling. Common App or Direct to institution?
- I can follow the appropriate process for requesting recommendations from my teachers.
- I can follow the appropriate process for requesting recommendations from my counselor.

# Pink Form Reminder

- You **MUST** hand your pink form (transcript release form) in to Mrs. Ward in Guidance ASAP to permit school records to be sent to colleges.
  - This must be done **AT LEAST 3 weeks before application deadline.**
- You'll need a parent's signature, even if you are 18.

# Want to send your transcript to colleges?

Sign on to Naviance and follow these steps...





Welcome

# Requesting Transcripts

Click on  
Colleges  
I'm  
applying  
to

Class of 2017

Welcome to Family Connection by Naviance!

Colchester High School's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you:

- search for colleges that will enhance your education and allow you to achieve your goals
- identify careers of interest based on questionnaires and personality surveys

[Read more](#)

COLLEGES  
I'm applying to

CAREERS AND CLUSTERS  
I'm thinking about

## Important To-Dos and Tasks

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

[Go to My Planner](#)

## What's New

- St. Lawrence University will be visiting your school on Monday, September 10th, 2018 at 1:00 pm more info
- University of Maine at Machias will be visiting your school on Wednesday, September 12th, 2018 at 1:00 pm more info



Type here to search



10:48 AM  
9/10/2018

## Colleges I'm applying to

Search for colleges

It looks like you are not currently able to apply.

Match your Common App account to Naviance Student.

[Match Accounts](#)

Your parent/guardian must give you consent for you to request transcripts. Contact your parent/guardian.

Click on Manage Transcripts to  
request your transcript

Manage Transcripts

Application Milestones

Compare Me



= extended profile available

| College                                       | Type | Deadline         | Transcripts | Office materials | Submission Type |  | Application |            |
|---|------|------------------|-------------|------------------|-----------------|--|-------------|------------|
| <input type="checkbox"/> Castleton University | RD   | Regular Decision | -           | no request       | Pending         |  | Unknown     | EDIT  MORE |
| <input type="checkbox"/> Champlain College    | RD   | Regular Decision |             |                  |                 |  |             | EDIT  MORE |
| <input type="checkbox"/> Lehigh University    | RD   | Regular Decision |             |                  |                 |  |             | EDIT  MORE |
| <input type="checkbox"/> New York University  | RD   | Regular Decision | January 1   | no request       | Pending         |  | Unknown     | EDIT  MORE |

If you haven't yet, identify how you are applying  
and type of admission. Early, regular, rolling?

A scenic landscape featuring a deep blue lake in the foreground with white wake patterns from a boat. The middle ground is filled with a dense forest of tall evergreen trees. In the background, majestic mountains rise, their peaks partially covered in white snow under a clear blue sky.

**If you have already requested transcripts, make sure you identified how you are applying**

**\*They will not get sent until this happens!**

# Teacher and Counselor Recommendations

Heads up!  
The process is different



Sure! I'll write  
you a  
recommendation.

- ❖ Sign onto Common App or check individual school websites to find out how many and which type of recommendations you need for your applications.

- ❖ There isn't one steadfast rule. Each school has different requirements around recommendations. Some schools i.e. Champlain REQUIRE a counselor recommendation



Under My Colleges Tab,  
click on a school

## Boston College

Application

(0 of 3 Completed)

Questions

Recommenders and

FERPA

Review and Submit -  
Common App

### Writing Supplement

(0 of 2 Completed)

Questions

Review and Submit -  
Writing Supplement

## Champlain College

## University of Vermont

Look what you need and think  
about who you would like to  
write your recommendations

## Contact Info

Phone: (800) 360-2522

Fax: 617-552-0798

Email: [ugadmis@bc.edu](mailto:ugadmis@bc.edu)

[View College Website](#)

## Application Deadlines

### September 2016

#### First Year

Early Action - 11/01/2015

Regular Decision - 01/01/2016

### January 2016

#### First Year

Regular Decision - 11/01/2015

## Required

### Application Fees :

First Year Domestic Fee- \$70

First Year International Fee- \$70

### First Year Test Policy:

[Always Required](#)

### Recommendations Required:

School Report

Counselor Recommendation

Mid Year Report

Final Report

2 Teacher Evaluations

0 Other Evaluations

## Instructions & Help Center

### What timezone will display on my application submission?

Submission for all applications is recorded in Eastern Time. That is the submission time visible to ...

[+]

[\[more\] ↗](#)

### Deadline Information

For information regarding deadlines, see the Deadlines section of the Instructions within the Co ...

[+]

[\[more\] ↗](#)

### Can schools see the My Colleges list?

A school cannot view any other schools on your My Colleges list and does not receive any informatio ...

[+]

[\[more\] ↗](#)

Under My Colleges tab, click on recommenders and FERPA

- Application (1 of 3 Completed)
  - Questions
  - Recommenders and FERPA
- 
- Review and Submit - Common App
  - Writing Supplement (Completed)
  - Questions
  - Review and Submit - Writing Supplement

It's always a good idea to double check via the actual College/University website

Note: All dates are Eastern Time

## ✓ FERPA Release Authorization

I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

### • Counselor

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

#### Offline Forms

- [School Report](#) 
- [Counselor Recommendation](#) 
- [Optional Report](#) 
- [Mid Year Report](#) 
- [Final Report](#) 

### • Teacher

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [offline form](#) 

Required: 2

Allowed: 3

### ✓ Other

Recommendations Accepted: Arts Teacher, Clergy, Coach, College Access Counselor, Employee, Family Member, Peer, Other

Required: 0

Allowed: 1

Help Center

### Recommender Information does not change

Once a recommender has been added and invited, the name and title you entered cannot be changed ... [ + ]

[more] 

### Adding and assigning recommenders for Naviance schools

If your school uses Naviance, you will not be able to assign

Check Common App to find out EXACTLY what your school **REQUIRES/ALLOWS** for recommendations

sign  
button  
our  
you need  
to assign this ... [ + ]  
[more] 

### Other Evaluations

All required recommendations, whether teacher or other, are school specific (meaning each school ch ... [ + ]

[more] 

### Which counselor to invite?

You should invite your current counselor as he/she can provide your current

# Recommendations

- If a teacher or counselor letter of recommendation is REQUIRED, ask the teacher/teachers/counselor at LEAST 3-4 weeks in advance of your first deadline. (Do not ask for a letter of recommendation if the college does not require one)
1. Ask a teacher in person while bringing them a “Teacher Recommendation Request Form” that can be found in guidance.
  2. After you have spoken with your teacher, add your recommender’s names to your Naviance account and use the text box that pops up to write a note to your teacher thanking them in advance for writing you a letter. This does not supplement a hand written thank you note. (See next slide for instructions). Here’s how to do that in Naviance....

Welcome, Bob! - Naviance

https://student.naviance.com/main

Give feedback No new messages LOG OUT

# Naviance | Student

Teacher Letters of Rec

W

Class of 2017

Welcome to Family Connection by Naviance!

Colchester High School's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you:

- search for colleges that will enhance your education and allow

Go to Colleges I'm applying to

My Favorites

COLLEGES  
I'm thinking about

COLLEGES  
I'm applying to

CAREERS AND CLUSTERS  
I'm thinking about

COLLEGES Home

COLLEGES I'm thinking about

COLLEGES I'm applying to

Find Your Fit

Research Colleges

Apply to College

Scholarships and Money

Type here to search

2:29 PM 9/4/2018

# Scroll down to Letters of Recommendation Link

|                          |                                     |    |                  |            |            |         |   |   |  |  |
|--------------------------|-------------------------------------|----|------------------|------------|------------|---------|---|---|--|--|
| <input type="checkbox"/> | Northern Vermont University-Johnson | RD | Regular Decision | -          | no request | Pending |  | Unknown  |  EDIT | MORE  |
| <input type="checkbox"/> | Rensselaer Polytechnic Institute    | RD | Regular Decision | January 15 | no request | Pending |  | Unknown  |  EDIT | MORE  |
| <input type="checkbox"/> | University of Vermont               | RD | Regular Decision | January 15 | no request | Pending |  | Unknown  |  EDIT | MORE  |

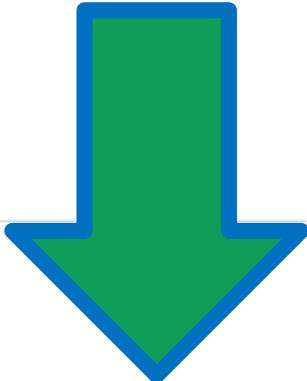
College that I'm attending:

Castleton University



Update

Letters of recommendation



Some colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information.

Cancel

Save

1. Select a teacher

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select the school(s)

2. Select which colleges this request is for:\*

All

Colleges ▾

Castleton University

1 required / 2 allowed / 0 requested

Champlain College

1 required / 1 allowed / 0 requested

Johnson State College

-- required / 5 allowed / 0 requested

University of Vermont

-- required / 3 allowed / 0 requested

3. Write a note to each teacher

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

**Don't select all. Choose which schools you want the teacher to send your recommendation to.**

**\*\*If you add schools, you need to tell your teachers and counselor as these do not get sent automatically.**

**\*Look at required/allowed**

Jan 15 2017

If you need a counselor recommendation, the process is a bit different, so follow along...



t Katie!

or Colleges

 Type a college name

of 2017

[ne to Family Connection by Naviance!](#)

ster High School's Family Connection site is designed to assist our students with college

planning. Utilizing the tools in the tabs above will help you:

earch for colleges that will enhance your education and allow you to achieve your goals

entify careers of interest based on questionnaires and personality surveys

[ead more](#)

## rtant To-Dos and Tasks

you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to [To-Dos](#) to see what's next or create a goal or to-do.

## What's New



University of Maine at Machias will be visiting your school on Wednesday, September 12th,

#1 Click on About Me

#2 Click on My Surveys  
#3 Click on "surveys not yet completed."  
#3 Click on Counselor letter of Rec



### COLLEGES

I'm applying to



### CAREERS AND CLUSTERS

I'm thinking about

1. Fill out the Counselor Survey. The more info, the better!

Game plan

2. Make an appointment with your counselor.

OFFICIAL THINGS

3. Your counselor will only write your recommendation AFTER this meeting has occurred.

## Counselor Letter of Recommendation

**Note:** Please save your answers often if you need longer than one hour to complete this form. You will be logged out of the survey after one hour if you have not changed the page.

Please be as honest as possible as this survey is only read by your counselor so that he/she can know you better. Your thoughtful assessment of yourself will make your letter of recommendation stronger.

\* 1. Name

\* 2. Did one or both of your parents graduate from college?

Yes

No

\* 3. What is your intended major? Why does it interest you? If undecided, what are your strongest interests?



# What if I don't have 3-4 weeks before the deadline!?



- ❖ Contact the school and let them know **YOUR** part of the application will be on time, but the school's information may come in late.
- ❖ In order to avoid this issue make sure you give your recommenders plenty of time. Asking as soon as TODAY or tomorrow is a good idea!

# Thank You Notes

- It is HIGHLY recommended that you write your teachers, coaches, counselors, etc. a THANK YOU note after they have written a letter of recommendation for you. This is a life skill that will go a *looooooong* way.
  - Don't forget. Write one right away.



Next week...

AT HELP Sessions.

\*Email me right now to book  
you for AT next week.

---