

Glennelg High School

SENIORS!!!!

Welcome back and congratulations, you made it to your senior year!

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OBJECTIVES

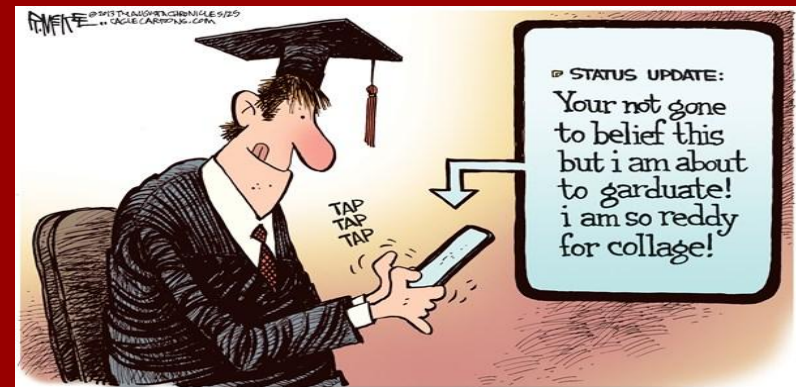
I will understand the process for obtaining the materials to apply for post-high school education including:

- Transcript Request Form/Process
- Teacher Recommendation Requests/Process



SENIOR STATUS SURVEY

- Login to your Naviance account through the school website
 - User id = 9 digit student id
 - Password = Active directory password
- Click the “Planner” tab
- Click “Tasks Assigned to Me” tab
- Click and take “Senior Status Survey”



KNOW THE KEY PLAYERS

- **Student Services Team**
- Caren Hoffman, counselor, A–Da
- Mindy Hirsch, counselor, De–H
- Carolyn Devlin, counselor, I–Mn
- LaNae Nelson, counselor, Mo–Sh
- Steve Burnett, counselor, Si–Z
- Sandy Miles, secretary
- Pat Thorne, registrar





Transcript/Student Records Request

Student Name: _____ Date of Birth: ____/____/____

Phone: (____) _____ Counselor: _____

E-Mail Address: _____ Graduation Year: _____

Teachers Writing Your Letters of Recommendation: _____

College/University, Armed Forces, Scholarship, Employer, Trade/Technical School, NCAA, Internship Program, Other (List below)	City in which College is Located	Application Deadline Date	Application Deadline Type* (EA, ED, Priority, Regular, Rolling, etc.)	Are you using the Common App? (Y or N)	Do you need a Counselor Letter of Recommendation (Y or N)	For OFFICE USE ONLY
						Electronic Submission or Mailed Date
Date of Request:					Paid?	

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts, including mid year reports and other student records can be released to a third party.

I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: _____ Date: ____/____/____

Student Signature: _____ Date: ____/____/____

Transcript Fee: 1-3: no cost; 4+: \$2.00 per transcript to be paid at the time of request.

Please allow 20 school days to process transcript requests.

*Consult your application or Neviance to confirm type and match to deadline date:
 EA=Early Action (usually non-binding)
 ED=Early Decision (usually binding)

IMPORTANT TRANSCRIPT INFO:

- Requests due to registrar 4 weeks prior to college deadlines
- First three “Official” transcripts free
 - \$2 per transcript after
- Transcripts submitted 1 of 3 ways
 - Common Application
 - Electronically/**Coalition Application**
 - Through the mail



IMPORTANT TRANSCRIPT INFO

CONTINUED:

- FERPA Waivers must be signed and submitted in order to send transcripts
 - Pink Waiver form (electronic or mail submission)
 - Electronic Waiver (Common App schools *only*)
- Transcript requests are required for NCAA too
 - Student athletes follow the same process as above
- *All info about this process is available to you in your Post-High School Materials folder in Naviance.*

CONNECTING YOUR NAVIANCE ACCT. & YOUR COMMON APP ACCT.

- Matching Video (available on your Naviance homepage)
 - **Please take the time** to watch the video before asking how 😊



- Why is this important?
 - Allows you to electronically sign Common App **FERPA Waiver**
 - We cannot send your transcript until this has been signed
 - If you are not using COMMON APP for any school, you do not need to do this. We can use your signed pink waiver form for all other submission types

NEW: COALITION APPLICATION

- Coalition for Access, Affordability and Success
 - Universal Application similar to the Common Application
 - 53 schools participating this fall
 - <http://www.coalitionforcollegeaccess.org/students.html>






Teacher Recommendation Request Form

Date Received from Student _____

Student Name: _____

Teacher Name: _____

Name of College/University	Application Deadline Date	Do you need the letter mailed? (Write Y if your college has a stamp icon  in Naviance)	Are you using the Common Application? (Y or N)	For Teacher Use: Date Letter Sent

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I have completed the Waiver of Right to Access Teacher Letters of Recommendation Form and have waived my rights not waived my rights to examine a copy of the letter. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: _____ Date: ____/____/____

Student Signature: _____ Date: ____/____/____

Note for teachers: If a student requests additional recommendations from colleges not on this list, they must provide you with another Teacher Recommendation Request Form with appropriate signatures.

344 N 95A Office of School Counseling and Related Services, KW

IMPORTANT

LETTER OF RECOMMENDATION INFO:

- Multi-step process
 - Verbal request, submit Yellow form, invite through Naviance, match Common App and Naviance
- Know how many letters a college/university will accept
- Submit request form to teachers 4 weeks prior to college deadline
- Submit a new form each time you add a school
- Include your signature and that of parent/guardian with each additional form

- *All info about this process is available to you in your Post-High School Materials folder in Naviance.*

ONCE I HAVE:



- Completed and submitted my college applications
- Designated that my SAT/ACT scores be sent directly from Collegeboard or the ACT to the schools I am applying to
- Completed each step of the Letter of Rec. process
- Submitted by Transcript Request Form

What do I do?

- Transcript Packet Activity
- Teacher Recommendation Activity

WHAT HAPPENS THEN?

- We will submit your transcripts and letters by the college deadline date
- Your colleges/universities will upload and review your materials according to **THEIR** schedule
- It may take a few **WEEKS** for colleges/universities to match your materials with your application

Now relax and try not to worry!!



FINAL NOTES...



- Unofficial transcript
 - Review with a parent/guardian for accuracy
 - See your counselor if anything is missing or incorrect
- Class Rank
 - CALCULATED EARLY OCTOBER – NO EXCEPTIONS!
- Don't forget... **YOU** must send your ACT/SAT scores directly to the colleges from college board or the ACT

UPCOMING EVENTS

**Senior Parent
College Night**

**College Essay
Workshops**

**September 22nd
6pm (auditorium)**

**October 5th & 20th
2:10pm (media center)**

College reps will be visiting student services.

*Sign up to attend these visits AND attend the essay workshops
through your student Naviance account!*

*Please print out your confirmation to use as your pass the day of!!
Watch for FAFSA Support Announcements coming soon!*

WHAT DO I DO IF I HAVE QUESTIONS THROUGHOUT THE PROCESS?

STEP 1

Refer to your “Post-High School Materials” folder in Naviance to see if the answer is there.

Step 2

Make an appointment to see your counselor if you still need help.

