

# Gleneelg High School

SENIORS!!!!

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

...



# 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
- Student Waiver Forms
- College Application Checklist



# KNOW THE KEY PLAYERS


- Mrs. Brandt: A–Dau
- Mrs. Hirsch: Dav–Jam
- Mrs. Litvin: Jan–Moon
- Mrs. Devlin: Moop – See
- Dr. Burnett: Sef – Z
- Mrs. Hooks: Registrar
- Mrs. Miles: Counseling Secretary



# Transcripts

# Sample Official Transcript

Student must request transcripts from the registrar



**OFFICIAL High School Transcript**

Student Name		Student ID	Grade	Date of Birth	Glenelg High School 14025 Burntwoods Rd Glenelg MD 21737	Phone (410) 313-5528	FAX (410) 313-5540
Home Address			Phone		Counselor		

Course Title	Final Grade	Cred Att/Comp	Course Title	Final Grade	Cred Att/Comp	Graduation Requirements				
<b>Non-HCPSS Middle</b>			<b>Glenelg High School</b> 14025 Burntwoods Rd, Glenelg, MD 21737 (410) 313-5528			<b>Credit Summary</b>				
Yr: 2012 - 2014 Grade: 07			Yr: 2016 - 2017 Grade: 10			Subject Area	Req'd	Comp	WIP	Need
Algebra I	P	1.00 / 1.00	English 10 - Hon	A	1.00 / 1.00	English 9	1.00	1.00		
		Cred Att: 1.000	PLTW Cmptr Int Manufact - G/T	A	1.00 / 1.00	English 10	1.00	1.00		
		Cred Cmp: 1.000				English 11	1.00	1.00		
<b>Non-HCPSS Middle</b>			<b>Glenelg High School</b> 14025 Burntwoods Rd, Glenelg, MD 21737 (410) 313-5528			English 12	1.00		1.00	
Yr: 2014 - 2015 Grade: 08			Yr: 2017 - 2018 Grade: 11			U. S. History	1.00	1.00		
Geometry	P	1.00 / 1.00	Calculus AB - AP	A	1.00 / 1.00	American Government	1.00	1.00		
		Cred Att: 1.000	English 11 - AP	A	1.00 / 1.00	Modern World History	1.00	1.00		
		Cred Cmp: 1.000	Mod Wild Hist-Hon	A	1.00 / 1.00	Math	3.00	3.00		
<b>Glenelg High School</b> 14025 Burntwoods Rd, Glenelg, MD 21737 (410) 313-5528			<b>Glenelg High School</b> 14025 Burntwoods Rd, Glenelg, MD 21737 (410) 313-5528			Biology	1.00	1.00		
Yr: 2015 - 2016 Grade: 09			Yr: 2017 - 2018 Grade: 11			Science	2.00	2.00		
Algebra II - G/T	B	1.00 / 1.00	Physics C-Mechanics - AP	A	1.00 / 1.00	Lifetime Fitness	0.50	0.50		
Biology - G/T	B	1.00 / 1.00	PLTW DE GT	A	1.00 / 1.00	Health	0.50	0.50		
English 9 - Honors	B	1.00 / 1.00	PLTW Prin of Engineering-G/T	A	1.00 / 1.00	Fine Arts	1.00	1.00		
Health - Sem 1	A	0.50 / 0.50	Strength & Cond II	A	1.00 / 1.00	Technology Education	1.00	1.00		
Lifetime Fit 9- S2	B	0.50 / 0.50				Career & Technology	4.00	3.00	1.00	
PLTW Engineer Dsgn-GT	A	1.00 / 1.00				Completer	1.00	5.00	5.00	
Spanish II	C	1.00 / 1.00				Elective	1.00	5.00	5.00	
US History-Hon	B	1.00 / 1.00				<b>Total</b>	<b>21.00</b>	<b>23.00</b>	<b>7.00</b>	<b>0.00</b>
		Cred Att: 7.000				<b>HSA Exam Status</b>				
		Cred Cmp: 7.000				Algebra	Met			
<b>Glenelg High School</b> 14025 Burntwoods Rd, Glenelg, MD 21737 (410) 313-5528			<b>Glenelg High School</b> 14025 Burntwoods Rd, Glenelg, MD 21737 (410) 313-5528			Biology	Met			
Yr: 2016 - 2017 Grade: 10			Yr: 2018 - 2019 Grade: 12			English	Met			
Chemistry - G/T	B	1.00 / 1.00	Calc C/Multivar Calc-AP	1.00 / 0.00		Government	Met			
Govt & Politics-AP	B	1.00 / 1.00	English 12 - AP	1.00 / 0.00		<b>Service Learning Hours / World of Work</b>				
Precalculus - G/T	B	1.00 / 1.00	Lab Asst - Science	1.00 / 0.00		Completed Service Requirement:	YES			
Strength & Cond I	A	1.00 / 1.00	Music Technology I	1.00 / 0.00		Completed World of Work Requirement:	YES			
Theatre Arts I	A	1.00 / 1.00	Physics C: E & M - AP	1.00 / 0.00						
		Cred Att: 7.000	PLTW EDD GT	1.00 / 0.00						
		Cred Cmp: 7.000	Strength & Cond III	1.00 / 0.00						

<p><b>Grading Point Values</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Regular</th> <th>Honors</th> <th>AP/GT</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.0</td> <td>4.5</td> <td>5.0</td> </tr> <tr> <td>B</td> <td>3.0</td> <td>3.5</td> <td>4.0</td> </tr> <tr> <td>C</td> <td>2.0</td> <td>2.5</td> <td>3.0</td> </tr> <tr> <td>D</td> <td>1.0</td> <td>1.0</td> <td>1.0</td> </tr> <tr> <td>E</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>N</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>Z</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> </tbody> </table>		Regular	Honors	AP/GT	A	4.0	4.5	5.0	B	3.0	3.5	4.0	C	2.0	2.5	3.0	D	1.0	1.0	1.0	E	0.0	0.0	0.0	N	0.0	0.0	0.0	Z	0.0	0.0	0.0	<p><b>GPA Summary</b></p> <p>Weighted GPA: 4.21 Senior Rank: 86 of 278 Unweighted GPA: 3.55 Senior Rank: 115 of 278</p>	<p><b>LEGEND</b></p> <p>A = 90 - 100% B = 80 - 89% C = 70 - 79% D = 60 - 69% E = 59 and Below N = Greater than 5% absence; No Credit Awarded P = Pass; Not used in GPA calculation W = Withdrawal; Not used in GPA calculation X = Late Enrollment; No Credit Awarded; Not used in GPA Calculation Z = Exam Not Taken; No Credit Awarded WIP = Work In Progress * = Requirements are not fully completed. Please see your counselor for clarification on your missing requirements. CC in the Course Title indicates a college-level course.</p>
	Regular	Honors	AP/GT																															
A	4.0	4.5	5.0																															
B	3.0	3.5	4.0																															
C	2.0	2.5	3.0																															
D	1.0	1.0	1.0																															
E	0.0	0.0	0.0																															
N	0.0	0.0	0.0																															
Z	0.0	0.0	0.0																															

Enter Date	Leave Date
Graduation Date	Class Of

Unofficial unless signed by school official. \_\_\_\_\_ Date Printed: \_\_\_\_\_

# Sample Mid-Year Report

**Glenelg High School**  
 14025 Burntwoods Rd, Glenelg, MD 21737  
 Office: (410) 313-5528 Student Services: (410) 313-5535  
**Student Progress Report - School Year [REDACTED] Quarter 2**

Grade: 12

Counselor: [REDACTED]  
 Homeroom: [REDACTED]

Course	Teacher		1st	2nd	Exam	3rd	4th	Exam	Final
English 12 - AP (LA-703-1)	Singleton, Philip		<b>A</b>	<b>A</b>	<b>A</b>				
Period: 1	Credits: 1.00	Excused / Unexcused Abs	1/0	0/0					
Strength & Cond III (PE-970-1)	Schaffer, Floyd R.		<b>A</b>	<b>A</b>	<b>A</b>				
Period: 2	Credits: 1.00	Excused / Unexcused Abs	1/0	0/0					
Calc C/Multivar Calc-AP (MA-705-1)	Mize, Joshua D.		<b>A</b>	<b>B</b>	<b>B</b>				
Period: 3	Credits: 1.00	Excused / Unexcused Abs	1/0	0/0					
PLTW EngrDesg&Dev GT (CT-845-1)	Gerstner, Raymond P.		<b>A</b>	<b>A</b>	<b>A</b>				
Period: 4	Credits: 1.00	Excused / Unexcused Abs	1/0	0/0					
Physics C: E & M - AP (SC-913-1)	Ballentine, John D.		<b>B</b>	<b>A</b>	<b>A</b>				
Period: 4	Credits: 1.00	Excused / Unexcused Abs	0/0	1/0					
Music Technology I (MU-450-1)	George, Robert K.		<b>A</b>	<b>A</b>	<b>A</b>				
Period: 5	Credits: 1.00	Excused / Unexcused Abs	1/1	0/1					
Lab Asst- Science (SC-999-1)	Shepard, Jennifer N.		<b>A</b>	<b>A</b>	<b>A</b>				
Period: 6	Credits: 1.00	Excused / Unexcused Abs	1/0	1/0					

Keep up the good work!

Completed Service Requirement: YES  
 Completed World of Work Requirement: YES

Unweighted GPA            3.86    3.86

Weighted GPA              4.43    4.43

YTD: Present: 85.50      Absent: 1.50      Tardy: 0.00

Cumulative Unweighted GPA: 3.55  
 Cumulative Weighted GPA: 4.21

**Congratulations! You made honor roll!**

**\*Mid-Year Reports are sent automatically on behalf of all students applying to college**



### 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
  - Electronically via Naviance
    - This includes Common App and Coalition schools
    - Students must link Common App & Naviance in order for transcripts to be sent to Common App Schools
  - Through the mail
  - Through designated college portal
    - This does not occur frequently





# Common College Deadline Dates



## Recommendation Letter & Transcript Request Due Dates

***Please note that these dates are the last possible day to make your requests.***

*Requests that are received later than the recommended due dates may not be ready by the college deadlines.*

*You may have college deadlines other than the ones listed here – below are the most common. Look at your calendar and **count 20 school days** back from the college deadline - **DO NOT** count holidays, weekends or HCPSS “schools closed for students” days - to find the due date for your transcript and letter requests. The 20 school days is a courtesy given to the teachers and counselors so they can do the best job possible on your letter of recommendation.*

**Note: it is strongly recommended that you submit your request(s) prior to the deadline listed below.**


<u>College Deadline</u>	<u>Last date student can turn in requests</u>
October 15, 2021	September 15th
November 1, 2021	October 1st
November 15, 2021	October 14th
December 1, 2021	October 28th
December 15, 2021	November 12th
*January 1, 2022	*November 22nd
January 15, 2022	December 9th
February 1, 2022	December 21st
February 15, 2022	January 12th
March 1, 2022	January 27th
April 1, 2022	March 4th
May 1, 2022	March 25th

**\*Due to this deadline being during Winter Break, requests must be made in 20 days prior to the last school day before the Break (shown next to deadline) as opposed to the deadline.**

Note: Mid-Year Reports will be submitted no later than mid-February 2022.

# IMPORTANT TRANSCRIPT INFO

## CONTINUED:

- Student (FERPA) Waiver forms must be signed and submitted in order to send transcripts
  - [Waiver of Rights Google form](#)  Also available on the Student Services Canvas Community page
  - Common App Electronic Waiver (Common App schools *only*)
- Transcript requests are required for NCAA
  - Student athletes follow the same process as above

# How Do My Colleges Get Loaded into Naviance?

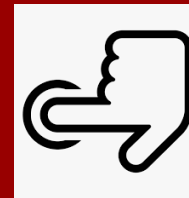
Students **CANNOT** add colleges to their “Colleges I’m Applying to” page in Naviance

How is this done and when are transcripts sent?

- Students submit their Transcript Request form to Mrs. Hooks (registrar)
- Mrs. Hooks then enters the colleges listed on this form into the student’s Naviance account
- Mrs. Hooks gives the Transcript Request form to the counselor for submission of the transcript. This will be done **by the college deadline.**

# Canvas Dashboard

- **ALL** college materials and information can be found on your Canvas Dashboard:
  - Go to GHS Student Resources Community page
  - To Student Services
  - To Post High School Planning
  - To College Application In–House Documents
- For a shortcut...just click [here!!](#)



# COMMON APPLICATION MATCH PROCESS



Click [here](#) to learn how to match your Common App and Naviance accounts

# WHY IS IT IMPORTANT TO LINK THE TWO ACCOUNTS?

- Through the linking process, students must electronically sign Common App **FERPA Waiver**
  - Remember: we can't submit student materials without this waiver
- If you are not using Common App for **any** school, you do not need to link Naviance to anything. We do still need you to sign the Student Waiver Google form for our records. We can use the Student Waiver Google form for all other submission types.

# COALITION APPLICATION

- Coalition for Access, Affordability and Success
  - Universal Application similar to the Common Application
  - Numerous participating schools, including Maryland
  - <http://www.coalitionforcollegeaccess.org/>



\*Naviance will submit to Coalition Application without linking accounts



# COALITION APPLICATION: IMPORTANT NOTE

- WHEN COMPLETING THE COALITION APPLICATION MAKE SURE YOU **CHECK THAT YOUR MATERIALS ARE BEING SENT SEPARATELY** – DO NOT INVITE ANY RECOMMENDERS through your Coalition Application!






# Letters of Recommendation

# IMPORTANT

## LETTER OF RECOMMENDATION INFO:

- Multi-step process
  - Step #1: Verbally request that a teacher write on your behalf
  - Step #2 Submit Yellow Teacher Recommendation Request form to your teachers
  - Step #3: Electronically Invite teachers through Naviance **after** you have submitted your Transcript Request form to the registrar and your colleges appear in *Colleges I am Applying to*


# Step #2: Yellow Form



## 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.

3-2013-2014 Office of School Counseling and Related Services.KW



- Available in Student Services and on the GHS Student Services Canvas Community page, under **Post-High School Planning**

# Step #3: Electronically Invite Teachers

- Click Colleges Tab
- Click Colleges I'm Applying To
- Click Letter of Recommendation Section
- Click Add Request

The screenshot displays the Naviance website interface. At the top, the Naviance logo is on the left, and navigation tabs for Home, Self-Discovery, Courses, Careers, Colleges, and Planner are in the center. On the right, there are icons for a heart, Demo, a plus sign, an envelope, a profile icon labeled 'DD', and 'About Me', along with a 'CLOSE DEMO' button. Below the navigation, the main heading is 'Colleges I'm applying to' with a search bar on the right. A secondary navigation bar includes 'Manage Transcripts', 'Application Milestones', 'Compare Me', and a plus icon. Below this, there is a legend indicating that a plus sign means 'extended profile available', and buttons for '+ REQUEST TRANSCRIPTS' and 'REMOVE'. The main content area shows a section for 'College that I'm attending:' with a dropdown menu currently set to 'N/A' and an 'Update' button. Below this is a section for 'Letters of recommendation' with explanatory text: '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'. A 'Show Me How' button is located in the bottom right corner.

# IMPORTANT

## LETTER OF RECOMMENDATION INFO:

- Know how many letters a college/university will accept
  - Refer to each individual institution for this information as they all differ
- Submit yellow Teacher Recommendation 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
- Teachers cannot submit letters if you haven't submitted the Student Waiver Google form and/or matched your Common App account to Naviance (if applying to Common App Schools)

# ONCE I HAVE:



- Completed and submitted my college applications
- Designated *through [Collegeboard.com](https://collegeboard.com) and/or [ACT.org](https://act.org)* that my test scores be sent directly to the schools I am applying to
- Submitted my Transcript Request Form
- Completed each step of the Letter of Rec. process

# WHAT HAPPENS THEN?

- We will submit your transcripts and letters *by the college deadline date*
  - You do not need to wait to submit your applications for us
- 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!!**

**STOP WORRYING  
ABOUT WHAT CAN  
GO WRONG, AND  
GET EXCITED  
ABOUT WHAT CAN  
GO RIGHT.**

# FINAL NOTES...



- Unofficial transcript
  - Review with a parent/guardian for accuracy
  - See your counselor if anything is missing or incorrect
- Class Rank
  - **Howard County no longer calculates class rank**
- Don't forget... **YOU must send your ACT/SAT scores** directly to the colleges from college board or the ACT, we do not



# UPCOMING EVENTS

## Senior College Night Presentation

Tuesday, September 14th  
6:00pm (Virtual)

Join with Google Meet

[meet.google.com/pqs-wmgh-ipc](https://meet.google.com/pqs-wmgh-ipc)

Join by phone

(US) +1 256-840-7455 (PIN: 201252470)

## College Essay Workshops

Sept 28th & Oct 12th  
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!*

# How Do I Sign Up For College Visits

- Login to Student Naviance Account
- Click Colleges tab
- Click College Visits and register
- Print your confirmation email to use as a pass the day of visit

The screenshot displays the Naviance website interface. At the top, the navigation bar includes the Naviance logo (BY POWERSCHOOL), a 'Home' button, and a menu with 'Self-Discovery', 'Courses', 'Careers', 'Colleges', and 'Planner'. The 'Colleges' tab is highlighted. To the right of the navigation bar are icons for a heart, 'Demo', a dropdown arrow, a plus sign, an envelope, and a user profile icon labeled 'DD About Me'. A dropdown menu is open under 'Colleges', listing various options: 'College Home', 'Find Your fit', 'SuperMatch College Search', 'College Match', 'College Events', 'Advanced College Search', 'College Lookup', 'Research Colleges', 'Colleges I'm Thinking About', 'College Visits', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', 'College Maps', 'Apply to College', 'Colleges I'm Applying to', 'Manage Transcripts', 'Letters of Recommendation', 'Test Scores', 'Scholarships & Money', 'Scholarships I'm Applying To', 'Scholarship List', and 'National Scholarship Search'. Below the dropdown menu, there is a welcome message and a section titled 'COLLEGES I'm thinking about' with a heart icon, 'COLLEGES I'm applying to' with a graduation cap icon, and 'COURSES' with a heart icon.

# March to the Future

**WE DON'T JUST  
MARCH ON THE  
FUTURE, WE  
CHARGE IT**

Howard County Public Schools Presents:

## **POST-SECONDARY PLANNING SERIES**

These workshop opportunities (mostly virtual) are offered to all HCPSS families.



click [here](#) to review upcoming events!

**\*Be sure to visit this calendar frequently, as it will be updated as event dates get closer.**

Additional workshops ideas are still in the works and will be updated through this document as well.

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



## STEP 1

Refer to this powerpoint and the [Student Services Canvas Community page](#) under Post-High School Planning

## Step 2

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

