

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
- College Application Checklist



KNOW THE KEY PLAYERS

- Mrs. Brandt — A – E
- Mrs. Hirsch — F – L
- Mrs. Devlin — M – Sc
- Dr. Burnett — Sd – Z
- Mrs. Hooks — Registrar
- Mrs. Miles — Counseling Secretary





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.

Naviance and Common Application Matching



<https://youtu.be/EyMimiCWTeY>

CONNECTING YOUR NAVIANCE ACCT. & YOUR COMMON APP ACCT.

- 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
 - Numerous participating schools, including Maryland
 - <http://www.coalitionforcollegeaccess.org/>



COALITION APPLICATION: IMPORTANT NOTE

- WHEN COMPLETING THE COALITION APPLICATION MAKE SURE YOU **CHECK THAT YOUR MATERIALS ARE BEING SENT VIA NAVIANCE OR MAIL**






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.

345 W. 95th Office of School Counseling and Related Services. KW

IMPORTANT

LETTER OF RECOMMENDATION INFO:

- Multi-step process
 - Verbal request, submit Yellow form, **invite teachers through Naviance *after* your colleges appear in Colleges I am Applying to**, 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

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 my Transcript Request Form

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!!

**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
 - **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

September 19th
6:30pm (auditorium)

College Essay Workshops

October 2 & October 23th
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 “High School College Application Materials” folder.

Step 2

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

