PART 1
Getting Ready for College Applications

Tocoi Creek
School Counseling Department

Getting Ready for Senior Year:

What To Expect

WHAT?

You'll be using **Naviance Student** to find your match, request transcripts, and letters recommendation for your college applications

WHEN?

Find your match in the spring of Junior Year.

Start your college applications **after Aug 1**.

HOW?

We will cover the basic steps on how you will find your match, request documents, and track your applications using **Naviance Student**

WHY?

Keep everything in one place with accurate tracking of your college applications in **Naviance Student.**

You will also be able to check the status of materials being sent right in your account, which saves you time and stress!
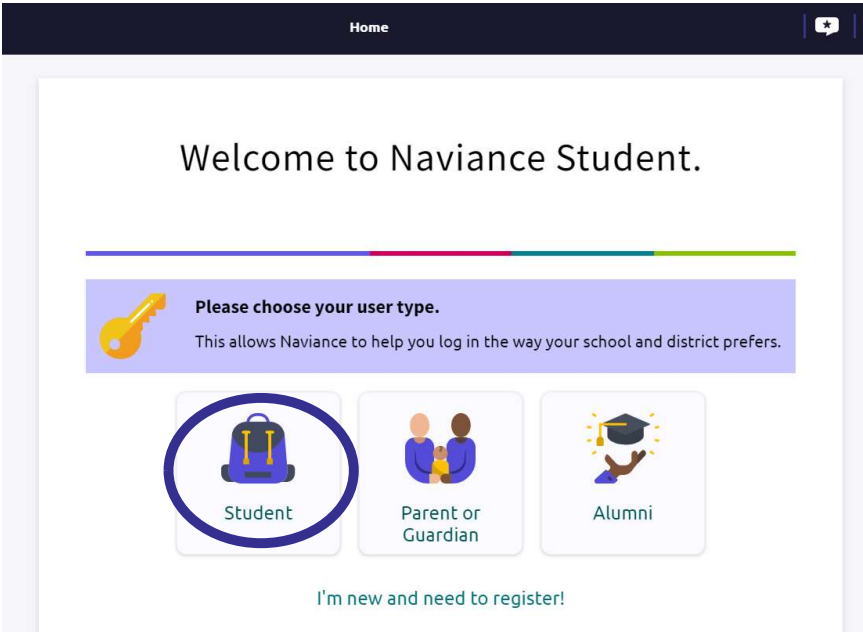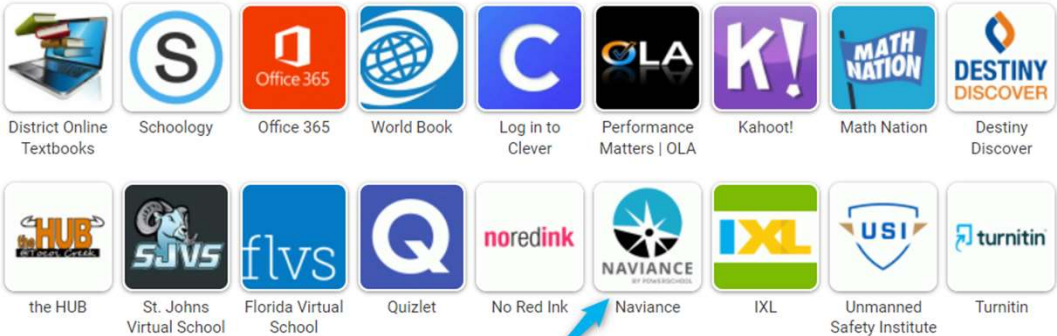
Part 1:

Use College Pages to Prepare
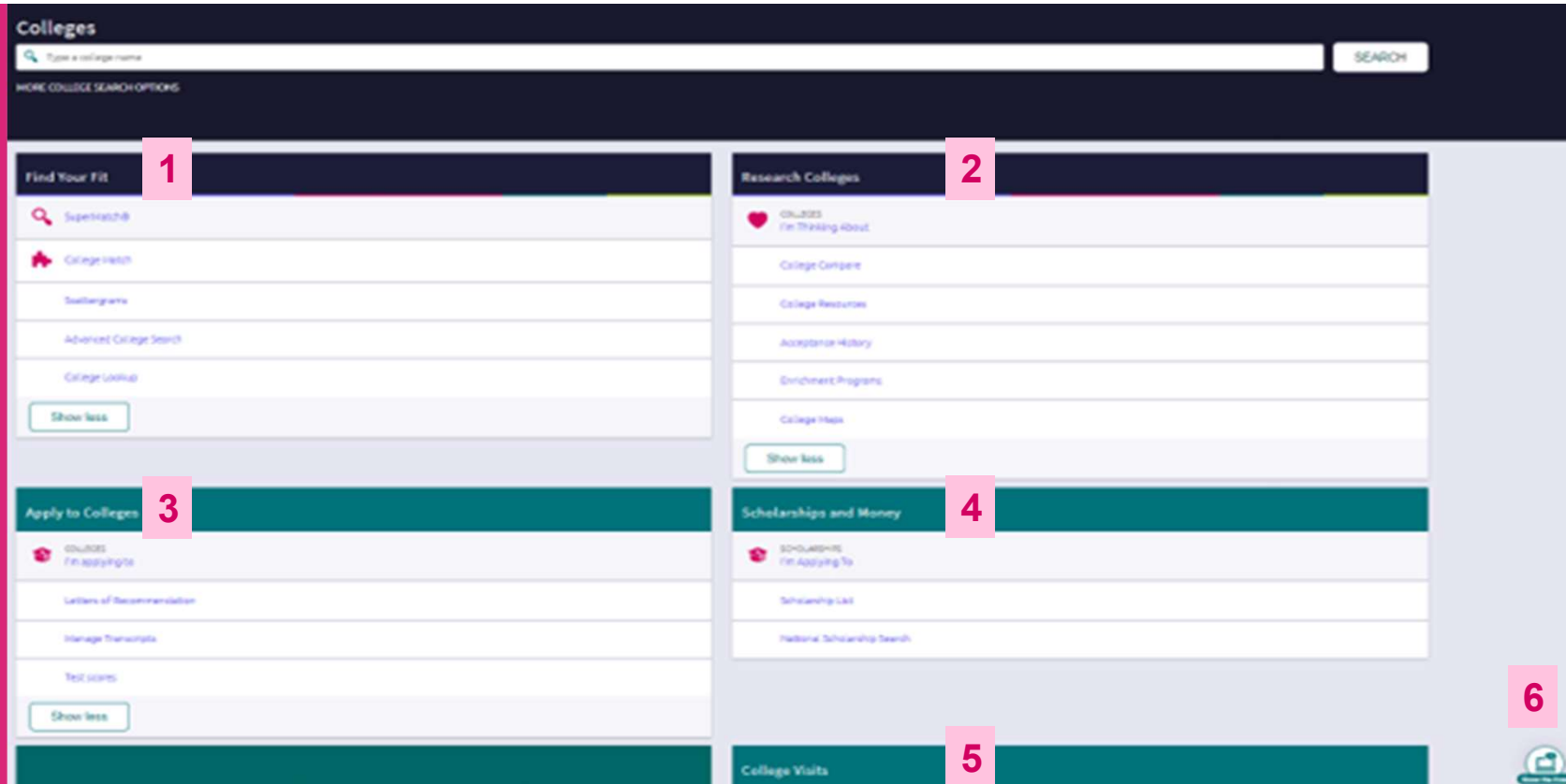
1. **Find Your Fit**: Use tools like SuperMatch and Scattergrams to identify your best-fit college.
2. **Research Colleges**: Dig deeper into colleges of interest using tools like Acceptance History.
3. **Apply to Colleges**: Manage college applications and corresponding documentation.
4. **Scholarships & Money**: Search for and keep track of scholarships.
5. **College Visits**: Check out and sign up for colleges visiting the school.
6. **Show Me How**: Self-Guided Tours for help with College Tools

PowerSchool

Let's get started by logging into Naviance!

___

STARTS HERE!

Schoology for Students   Schoology for Parents   Online Textbooks   Links for Students   Office 365
COVID-19 Information   Parent Consent for Health Care Services Form

LINKS FOR STUDENTS

District Online Textbooks   Schoology   Office 365   World Book   Log in to Clever   Performance Matters | OLA   Kahoot!   Math Nation   Destiny Discover

the HUB   St. Johns Virtual School   Florida Virtual School   Quizlet   No Red Ink   Naviance   IXL   Unmanned Safety Institute   Turnitin

Home

Welcome to Naviance Student.

Please choose your user type.
This allows Naviance to help you log in the way your school and district prefers.

Student   Parent or Guardian   Alumni

I'm new and need to register!

Back

Welcome Student!

Login to Naviance

CONTINUE WITH SINGLE SIGN ON

OR

Email

For example navigator@naviance.com

HOBSONS❯

Use your s number email and password!

Welcome, Demo Page!

Search for Colleges ⌄

🔍 Type a college name

SEARCH

English ⌄ Go

No Welcome Message is available at this time.

Read more

My Favorites

❤️ **COLLEGES**
I'm thinking about

🎓 **COLLEGES**
I'm applying to

❤️ **CAREERS AND CLUSTERS**

Show Me How

Home   Self-Discovery   Careers   Colleges   Planner

Demo ▾   DH   About Me ▾   CLOSE DEMO

Welcome, Demo Harder

Search for Colleges

SEARCH

🏠 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

College-Specific Scholarships

National Scholarship Search

Scholarship Search

❤️ Favorite Scholarships

No Welcome Message is available at this time.

Read more

❤️ COLLEGES
I'm thinking about

🎓 COLLEGES
I'm applying to

HOBSONS ❯

SuperMatch College

About SuperMatch ❓

Comprehensive List of Criteria

Search schools by location, cost, size, and more to find your best fit, but not all fields are required

1/6   **NEXT**

⊞ **Choose Fit Criteria**   Student Life   Diversity   Institution Characteristics   Cost   Athletics   Resources

Your Fit Criteria

Saved Searches Choose one ▾   Save Search   Start Over

---

0 selected criteria

Select Criteria To Start

To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have

A *Must Have* is anything you absolutely need to be happy and successful.

Nice to Have

A *Nice to Have* is anything that's important to you, but isn't an absolute must have.

No Results Yet

	Fit Score ⓘ	Academic Match ⓘ	Pick what to show ▾	Pick what to show ▾	Pick what to show ▾

SELECT CRITERIA TO START

🔍 Search by College Name

🔴 0 PINNED ▾   0 THINKING ABOUT   0 APPLYING TO   MORE ⋮

Show Me How

SuperMatch College Search

About SuperMatch ❓

ⅲ Choose Fit Criteria   Location   Academics   Admission   Student Life   **Diversity**   Institution Characteristics   Cost   Athletics   Resources

Your Fit Criteria

✕ Close

❮

❯

Diversity

...hes Choose one ▾   Save Search   Start Over

0 selected criteria

Select Criteria To Start

To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Nice to Have

...*e to Have* is anything ...s important to you, but ...an absolute must have.

DIVERSITY

◉ Overall Diversity ⓘ

○ Specific Representation

At least   Select % ▾   are

minority students

☐ Historically Black Institutions ⓘ
☐ Hispanic Serving Institutions ⓘ
☐ Tribal Colleges and Universities ⓘ
☐ LGBTQ + Inclusive ⓘ

RELIGIOUS AFFILIATION

🔍 Start Typing...   ▾

GENDER CONCENTRATION

☐ Coed
☐ Women's College
☐ Men's College

% MALE VS. FEMALE ⓘ

At least   Select % ▾   are

Select gender ▾

INTERNATIONAL STUDENTS ⓘ

☐ High International Population

OUT OF STATE STUDENTS

At least   Select % ▾

No Results Yet

Fit Score ⓘ   Acade...   Pick what to show ▾

📌   ♥

🔍 Search by College Name

...tps://student.naviance.com/main

0 **PINNED** ▾   0 **THINKING ABOUT**   0 **APPLYING TO**   **MORE** ⋮   Show Me How

SuperMatch College Search

About SuperMatch ❓

🎚 **Choose Fit Criteria**   Location   Academics   Admission   Student Life   Diversity   **Institution Characteristics**   Cost   Athletics   Resources

Your Fit Criteria

Save Search   Start Over

0 selected criteria

Select Criteria To Start

To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

× Close

‹

›

Mus...

A *Must Have* is...
absolutely ne...
and successfu...

College Type (Public vs Private)

Public colleges and universities are funded in part by the states where they are located and thus offer a lower tuition rate for students who are residents of the same state. Private institutions typically do not determine tuition rates based on residency and therefore do not have an in-state/out-of-state cost difference. However, private institutions may offer more in scholarships than public institutions.

INSTITUTION TYPE ℹ

☑ 2-year or less (Comm... and Vocational/Tech...

☑ 4-year

☑ Public
☑ Private
☑ Show only non-profit ℹ

STUDENT SUCCESS

☐ High Graduation Rate ℹ
☐ High Retention Rate ℹ
☐ High Job Placement Rate ℹ

AVERAGE CLASS SIZE ℹ

Less than   Select ▼ students

○ Undergraduate students only

☐ Very large (Over 20,000 students)
☐ Large (13,001 to 20,000 students)
☐ Mid-Size (7,001 to 13,000 students)
☐ Medium (4,001 to 7,000 students)
☐ Small (2,001 to 4,000 students)
☐ Very Small (2,000 or fewer students)

HOUSING

☐ On-Campus Housing

No Results Yet

Fit Score ℹ   Academic Match ℹ   Pick what to show ▼

📌 ❤

🔍 Search by College Name

● PINNED ▼   ● THINKING ABOUT ▼   ● APPLYING TO   MORE ⋮

SuperMatch College Search

About SuperMatch ?

||| Choose Fit Criteria   Location   Academics   Admission   Student Life   Diversity   Institution Characteristics   Cost   Athletics   Resources

Your Fit Criteria

Saved Searches Choose one ▼   **Save Search**   Start Over

5 selected criteria
To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have

✗ Location [1] →   ✗ Major [Any] →   ✗ Institution Type →

Nice to Have

✗ Campus Surroundings [2] ←   ✗ Gender Concentration [1] ←

SuperMatch College Search

Your Fit Criteria

5 selected criteria
To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have

✕ Location [1] →   ✕ Major [Any] →   ✕ Institution Type →

Your Results

Your results include **22 institutions** that are both an academic match ℹ and also match all the criteria selected above.

	Fit Score ℹ	Academic Match ℹ	Highlig
Florida Polytechnic University Lakeland, FL, Small City 4 year, Public 📌 PIN TO COMPARE ♡ FAVORITE	**100%** Why?	Average / You GPA 3.9 N/A SAT 1287 N/A ACT 29 N/A *To determine if you're an*	Photos/Vi Vir

🔍 Search by College Name

os://student.naviance.com/main

✕ Close   Fit Score Breakdown

Your Fit Score: 100%

Florida Polytechnic University
Lakeland, FL
4 year, Public

📌 PIN TO COMPARE
♡ FAVORITE

Your Fit Criteria

Legend

✔ Match   ✳ Close Match   ? Data Unknown   ✕ Doesn't Match

Must Have	**Nice to Have**
3 out of 3 Must Have criteria are a match	2 out of 2 Nice to Have criteria are a match
✔ Location [1] Located in Florida	✔ Campus Surroundings [2] Small City
✔ Institution Type 4 year	✔ Gender Concentration [1] Coed
✔ Major [Any]	

Academic Match

Show Me How

Your Results

Your results include **8 institutions** that are both an academic match ⓘ and also match all the criteria selected above.

	Fit Score ⓘ	Academic Match ⓘ	Admission Info ⌄	Cost ⌄	Pick what to show ⌄
Eastern New Mexico University-Main Campus Portales, NM, Small City 4 year, Public ⚲ PIN TO COMPARE ♡ FAVORITE	**100%** Why?	Average / You GPA 3 / N/A SAT 911 / N/A ACT 19.5 / N/A *To determine if you're an academic match for this institution, enter your GPA and/or standardized test scores.*	Acceptance Rate 60%	Pick what to show	Customize what you see here—Choose a category above
Colorado State University-Pueblo Pueblo, CO, Small City 4 year, Public ⚲ PIN TO COMPARE	**100%** Why?	Average / You GPA 3.1 / N/A SAT 965 / N/A ACT 21 / N/A	Acceptance Rate 95% App Fee $25 Room & Board $10,210	Admission Info / Athletics / Diversity / **Cost** / Highlights / Institution Characteristics / Student Life	Customize what you see here—Choose a category above

🔍 Search by College Name   ⓿ PINNED ▼   ⓿ THINKING ABOUT   ⓿ APPLYING TO   MORE ⋮   Show Me How

	Fit Score ⓘ	Academic Match ⓘ	Admission Info ⌄	Cost ⌄	Pick what to show ⌄
Northeastern Illinois University Chicago, IL, Small City 4 year, Public 📌 PINNED ♡ FAVORITE	**100%** [Why?]		Acceptance Rate 56% App Fee $30	Tuition & Fees $11,700 *In State (IL)* $15,915 *Out of State* Room & Board $11,424	Customize what you see here—Choose a category above
Eastern New Mexico University-Main Campus Portales, NM, Small City 4 year, Public 📌 PINNED ♡ FAVORITE	**100%** [Why?]		Acceptance Rate 60%	Tuition & Fees $3,661 *In State (NM)* $9,436 *Out of State* Room & Board $6,958	Customize what you see here—Choose a category above
Saint Edward's University Austin, TX, Large City 4 year, Private nonprofit, Roman Catholic 📌 PINNED ♡ FAVORITE	**100%** [Why?]		Acceptance Rate 86% Accepts Common App App Fee $50	Tuition & Fees $42,550 Room & Board $12,940	Customize what you see here—Choose a category above

Academic Match details:

Northeastern Illinois University:

	Average	You
GPA	N/A	N/A0
SAT	875	N/A
ACT	18.5	N/A

To determine if you're an academic match for this institution, enter your GPA and/or standardized test scores.

Eastern New Mexico University:

	Average	You
GPA	3	N/A0
SAT	911	N/A
ACT	19.5	N/A

To determine if you're an academic match for this institution, enter your GPA and/or standardized test scores.

Saint Edward's University:

	Average	You
GPA	N/A	N/A0
SAT	1105	N/A
ACT	24.5	N/A

To determine if you're an academic match for this institution, enter your GPA

🔍 Search by College Name

3 PINNED ▼   **0** THINKING ABOUT   **0** APPLYING TO   MORE ⋮   Show Me How

SUPERMATCH COLLEGE SEARCH
Pinned Schools Compare

An in-depth comparison of your pinned schools

Export   Viewing 1 - 4 of 4 < >

	↗ PINNED ♡ FAVORITE **Pittsburg State University** www.pittstate.edu	↗ PINNED ♡ FAVORITE **Missouri Southern State University** www.mssu.edu	↗ PINNED ♡ FAVORITE **University of Houston-Clear Lake** www.uhcl.edu	↗ PINNED ♡ FAVORITE **Sam Houston State University** www.shsu.edu/
LOCATION				
Location	Kansas	Missouri	Texas	Texas
Region	Central	Central	Central	Central
Campus Surroundings	Small City	Small City	Large City	Town not near a City
ADMISSION INFO				
Test Optional	No	No	No	No
Average High School GPA ⓘ	3.3	3.2	3.4	Unknown
Average ACT ⓘ	21.5	21	22	21
Math	21	20	Unknown	21
Science	Unknown	Unknown	Unknown	Unknown
English	21	20.5	Unknown	21
Reading	Unknown	Unknown	Unknown	Unknown
Average SAT ⓘ	Unknown	Unknown	1110	1000
Evidence-Based Reading and Writing	Unknown	Unknown	520	500
Math	Unknown	Unknown	550	550
Percentage Admitted	87%	94%	47%	

COMPARE PINNED COLLEGES
CLEAR PINNED LIST

🔍 Search by College Name   ● PINNED ▼   THINKING ABOUT ❶   APPLYING TO ❶   MORE ⋮

Upcoming Visits

Events

🔍 Search by College Name | ① PINNED ▼ ⓘ | INTERESTED IN YOU ⑧ | THINKING ABOUT ⑧ | APPLYING TO ① | MORE ⋮

Summary of SuperMatch

Tool tips guide you through searching over 20 new filters to find your best-fit institution.

SuperMatch College Search

About SuperMatch

Choose Fit Criteria — Location Academics Admission Diversity Institution Characteristics Cost Student Life Athletics Resources

Your Fit Criteria

Saved Searches Choose one ▾ [Save Search] [Start Over]

5 selected criteria
To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.

Must Have
✕ Location [7] →   ✕ Major [1] →
✕ Campus Surroundings [1] →

Nice to Have
✕ Internships and Co-ops ←   ✕ Offers Study Abroad ←

Your Results   Your results include **15 institutions** with a fit score of 90% or ab...

See WHY a College got a Certain Fit Score.

Fit Score ⓘ

Cost ⌄

Admission Info ⌄

Western New England University
Springfield, MA, Small City
4 year, Private nonprofit
📌 PINNED
♡ FAVORITE

100%
[Why?]

Coed
% Male/Female 55-45
Out of State 49%
Minorities 18%

Tuition & Fees
$31,730
Room & Board $12,894

Acceptance Rate 80%
Accepts Common App
App Fee $40
Test Optional

Pin and Favorite Colleges of Interest

🔍 Search by Col...

1 PINNED ▾   THINKING ABOUT 0   APPLYING TO 0

Compare your Pinned Colleges

PowerSchool

College Match

Colleges > Find Your Fit > College Match
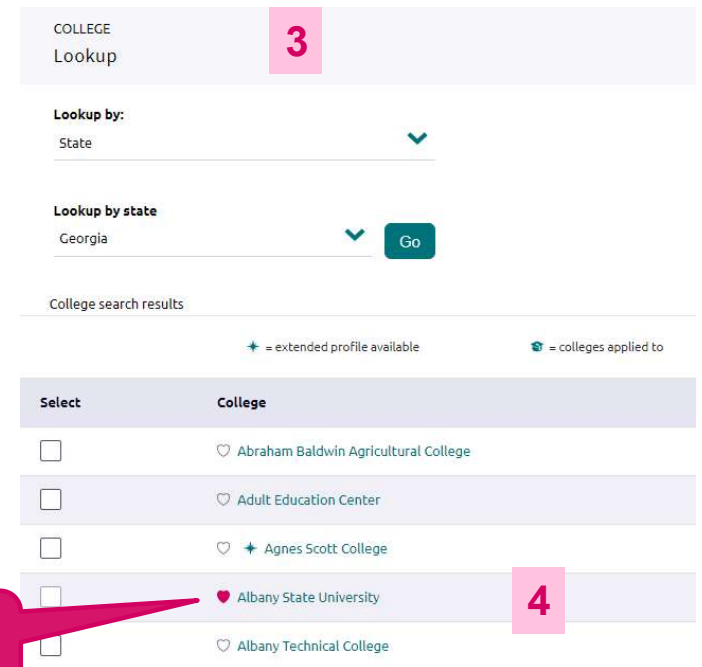

ActiveMatch helps students discover colleges that are interested in students like them based on specific features.

Colleges Interested in Students with the Same Criteria

Colleges that other students who applied to your school, also applied here.

Recommended Colleges Based on GPA and Test Scores

Favorite Colleges of Interest

Adding Colleges to your Favorites List

Colleges > Research Colleges > Colleges I'm thinking About

To add colleges to your Favorite list, you will:
1. From the home page, click on Colleges I'm Thinking About
2. Select +Add Colleges to List
3. Search for the college(s) of interest
4. Select the heart icon to add to Favorite's list.

My Favorites

❤ COLLEGES
I'm thinking about **1**

🎓 COLLEGES
I'm applying to

❤ CAREERS AND CLUSTERS
I'm thinking about

Colleges I'm thinking about

➕ Add Colleges to List **2**

COLLEGE
Lookup **3**

Lookup by:
State ⌄

Lookup by state
Georgia ⌄ [Go]

College search results

✛ = extended profile available   ☎ = colleges applied to

Select	College
☐	♡ Abraham Baldwin Agricultural College
☐	♡ Adult Education Center
☐	♡ ✛ Agnes Scott College
☐	❤ Albany State University **4**
☐	♡ Albany Technical College

Favorite Colleges of Interest

PowerSchool

Adding Scholarships to your Favorites List

To add scholarships to your Application list, you will:
1. From the Colleges home page, click on Scholarship List
2. Select scholarship Name to view specifics
3. Select scholarship(s) and +Add to My Applications
4. Select National Scholarship Search for listing of national scholarships.

Scholarship Search

You found **29** matching scholarships. Click here to change your profile and re-run your search.

POWERED BY sallie mae

SCHOLARSHIP	AMOUNT	DEADLINE
$1,000 Plan for College Sweepstakes	$1,000	2/29
$1,000 JumpStart Scholarship	$1,000	4/15
$1,000 Moolahspot Scholarship	$1,000	4/30
$2,000 Christian College Scholarship - Your Road Ma	$2,000	2/29
$2,500 College Raptor Scholarship	$2,500	3/31
$2,500 No Sweat Scholarship	$2,500	3/31
$2,500 Win Free Tuition Scholarsh	$2,500	2/29
C.I.P. Scholarship	$1,000	5/31

National Scholarship Search

Scholarships and Money

SCHOLARSHIPS
I'm Applying To

Scholarship List

Scholarship Match

National Scholarship Search

Scholarships and Financial Aid

✔ **Success**
Scholarship applications have been added successfuly   ⊗ Close

The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information. You may also check the scholarships for which you are submitting applications and then click "Add to My Applications"

2 Selected   ➕ ADD TO MY APPLICATIONS

Filters   All   ⌄   ☐ Hide past-due scholarships

Add to Applications list

Name ⇅	Deadline ⇅	Maximum Award	Merit based	Service req	Last Updated ⇅
☑ **Auburn University**	-	N/A			May 4, 2006 11:39 AM
☑ **Brenau University**	-	N/A	✓		May 4, 2006 12:32 PM
☐ **Dean' Scholarship**	-	N/A	✓		May 4, 2006 12:12 PM

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Next Steps- Today

Decide which colleges you will be applying to:

- Do additional research in Naviance Student to narrow down your college list.

- If you are not sure if you will apply to a particular college, add that college to the Colleges I'm Thinking About list until you are sure.

- Review application requirements and begin working on your college essay. Common App Personal Essay requirements can be found on their website https://appsupport.commonapp.org/applicantsupport/s/article/Is-the-Personal-Essay-required

- Start thinking about which teachers you will request recommendations from next year.

Match Your Common Application

- **After 8/1**, you'll be able to create your Common Application account

- Once you create your Common Application account, you'll need to match your Common Application account to your Naviance Student account

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Next Steps- Summer Events

One Example is UNF's Apply in July!

The UNF application opens for the Class of 2024 on July 1, 2023. On and after July1st, students can apply online here: https://applynow.unf.edu/apply/. ← MUST USE INSTITUTIONAL UNF APPLICATION BEFORE AUGUST 1!

At Apply in July, students will be able to receive non-binding, on-the-spot admissions decisions.

For more information and the schedule, please visit https://www.unf.edu/visit/apply-in-july.html.

If you are planning to participate in Apply in July, please submit the following at **least one week prior** to their scheduled Apply in July event:
- Submit the UNF application on our website. YOU CANNOT use The Common Application – it will not open until August.
- Send 9th-11th grade high school transcripts via email to admissions@unf.edu **or** through the mail. The SSAR will not open until August.
- Submit ACT and/or SAT test scores.

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How do I request a transcript?

Prior to August 1st, students can request a **hard copy** of their transcript by using this QR code or visiting the transcript request link on the website.

After August 1st, counselors will be sending transcripts electronically to colleges through Naviance (see part 2 of this presentation). Students needing a **hard copy** of the transcript to assist in completing self reports can still use the QR code or website link.

Get started!

What can I do this summer?

*Do some more research.

*Figure out how to remember due dates/organize all information.

*Visit colleges

*Continue to prep, plan, and schedule SAT/ACT tests.

**Part 2:
Applying to
College!**

Remember:

**DO NOT USE
NAVIANCE OR
COMMON APP
BEFORE AUGUST 1!**

HOBSONS ❯

Two ways to apply: Direct or Common Application

Apply to UNF

We're excited you've chosen to apply to the University of North Florida! If you are ready to apply for admission, you're in the right place.
Be sure to review the admission deadlines before you begin the application process.

Begin Your Application:

Apply with UNF Application	Apply with Common App (freshmen only)

← Example

Direct refers to students that use the institutional application. These students will complete a separate application for each school that they apply to through the college/university's website.

Common App is a third-party resource that links with Naviance and the post secondary institutions allowing students to fill in information in one location for many schools.

Note: The Common Application does not open until August 1st. Students wishing to take advantage of summer application timelines (such as UNF's Apply in July) will need to apply directly through the university.

HOBSONS⟩

Student College Application Flow

Naviance | Student

Match Common App account to Naviance Student → Add non-Common App colleges to the Colleges I'm Applying To list

Request application and transcripts for Common App and non-Common App colleges via Naviance Student

Request teacher recommendation letters via Naviance Student

Track status of requested transcripts and recommendations

PowerSchool

Naviance Flow using Common App

[Common App Account Matching Video](#)

Using Common App? WATCH ME!

Register with Common App **after August 1** (Common App Only)

↓

On commonapp.org, enter high school information, add at least one college, and sign the **FERPA Release Authorization** (Common App Only)
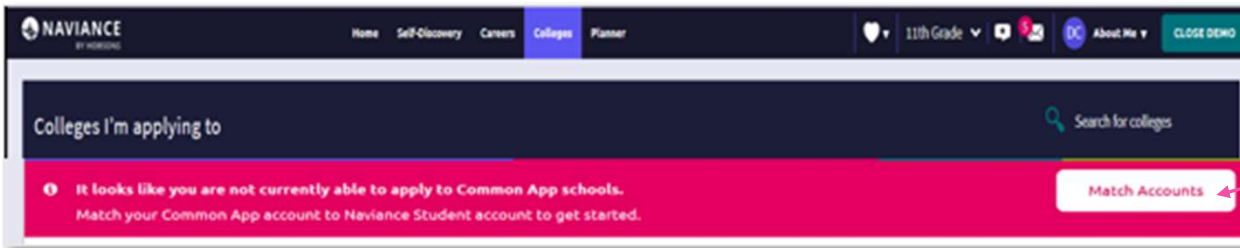
↓

Complete the Common App Account Matching process in Naviance Student (for Common App colleges only)

↓

Add Common App colleges on commonapp.org* and add non-Common App colleges to the Colleges I'm Applying To list in Naviance Student

↓

Request materials for college applications in Naviance Student (teacher recommendations/transcripts)

PowerSchool

Example of how to match your Common App Account in Naviance:

1. Select Colleges
2. Select Match Accounts.
3. Students will be redirected to log into their Common App account
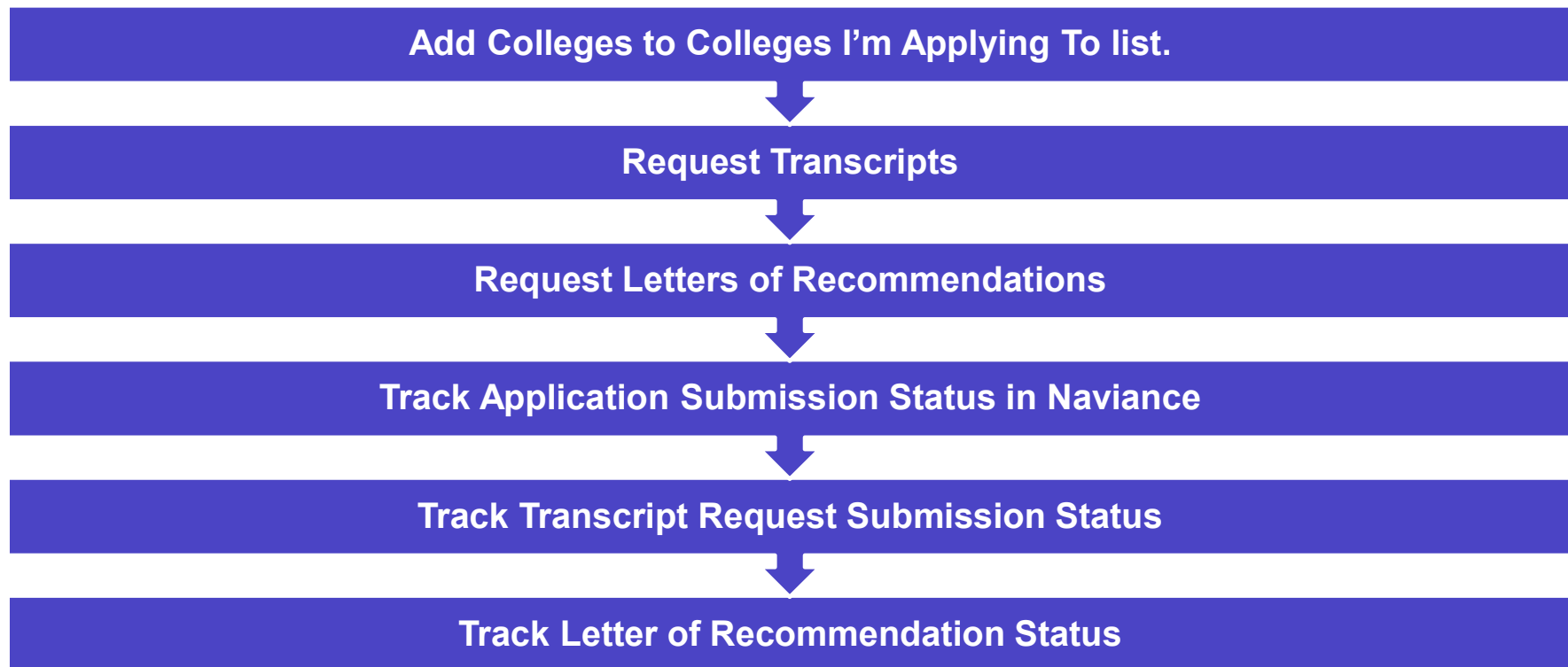

It looks like you are not currently able to apply to Common App schools.
Match your Common App account to Naviance Student account to get started.

Match Accounts

4. Enter the **email** address that you used to create your Common App account

5. Enter **password**

5. Select **I agree** and click **Connect**

We know there is a lot of uncertainty surrounding the ongoing situation with the Coronavirus. The Common App team is here to support you, as always, 24/7/365, and you can reach us at recovery@commonapp.net.

Connect your Common App

First year student? Great! Enter your email and password below to sign in, or create an account to get started.

* Indicates required fields.

Email *

Password *

Forgot password?

Sign in

Need help?

Hi, Shoaib!

By checking the box below you will enable to access certain information from your Common App account that is necessary for integration and processing.

If you authorize this connection, you will be granting permission to to:

- See the status of your applications and recommendations
- View additional Common App data in order to support submitting recommendations on your behalf

☐ I agree *

Cancel   Connect

All your Common Applications will automatically feed into your Colleges I'm Applying to list in Naviance. Now, **you should request transcripts & Letters of Recommendation** in Naviance!

Naviance Flow When Applying Direct

Add Colleges to Colleges I'm Applying To list.

↓

Request Transcripts

↓

Request Letters of Recommendations

↓

Track Application Submission Status in Naviance

↓

Track Transcript Request Submission Status

↓

Track Letter of Recommendation Status

PowerSchool

How To: Using *Colleges I'm Thinking About* List

Select "Colleges I'm Thinking About" from My Favorites on your homepage

Show Me How: Self-Guided Tours for help with College Tools. Look on the bottom right of each screen

How to: Add Colleges Using *Colleges I'm Applying to*

Select "Colleges I'm Applying To" from My Favorites on your homepage

Show Me How: Self-Guided Tours for help with College Tools. Look on the bottom right of each screen
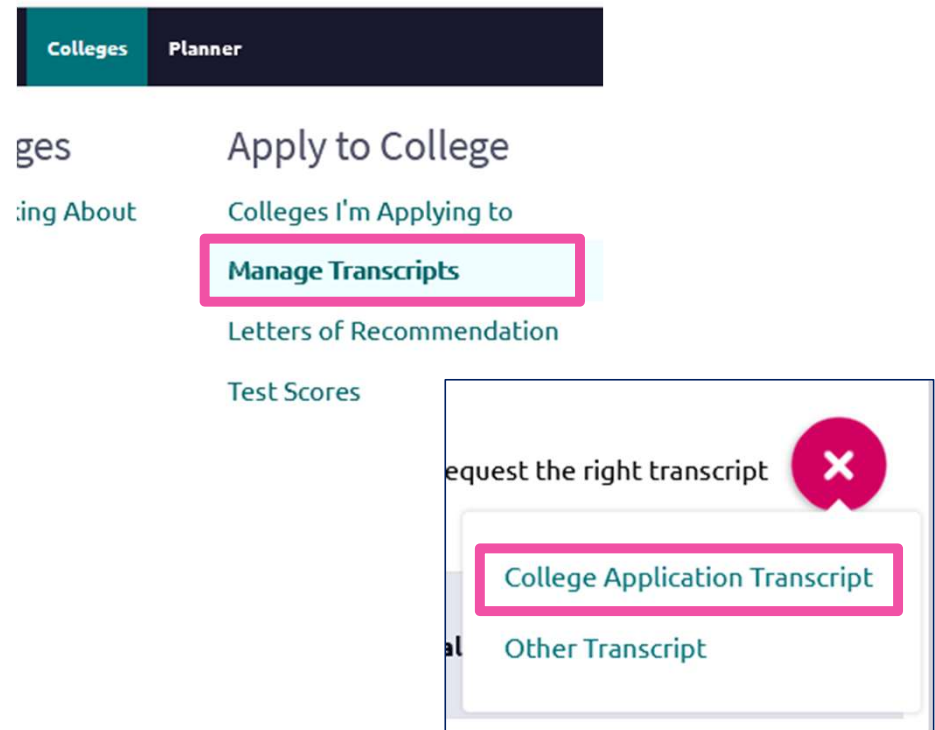
Student Process

Requesting Transcripts for College Applications

Requesting Transcripts
1. Go to **Colleges > Manage Transcripts**
2. Select the **pink plus sign** to select **College Application Transcript**
3. Select the **type of transcript** being requested
4. Select **any other schools that need transcripts**
5. Select **Request and Finish**

Note: You should only request transcripts if you have already applied to the school or are very certain you will apply in the future

Colleges | Planner

Apply to College

...ges

...ing About | Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

...equest the right transcript ✕

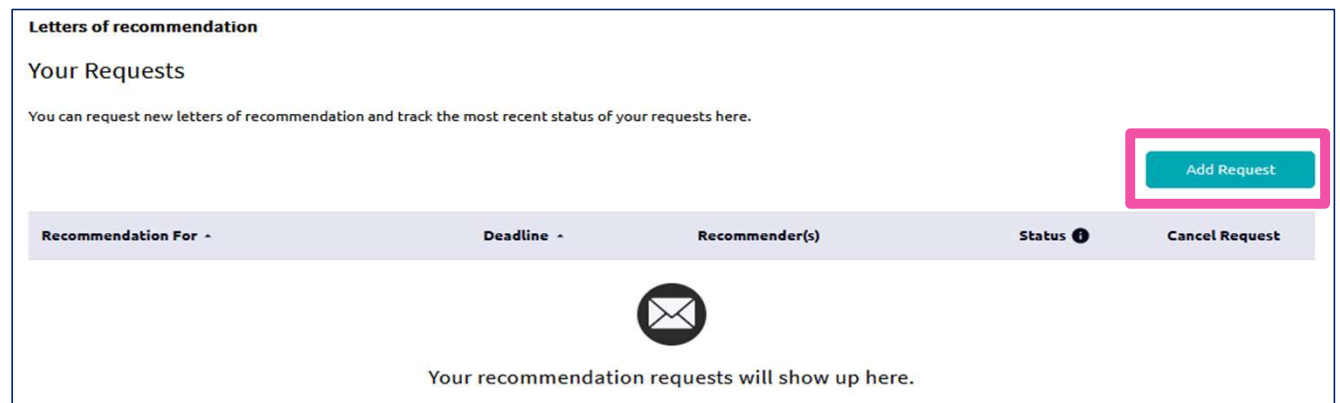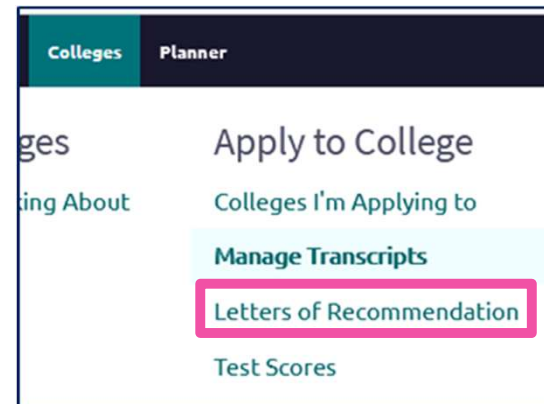**College Application Transcript**

Other Transcript

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Student Process

Requesting Letters of Recommendation

Requesting LORs
1. Go to **Colleges > Letters of Recommendation**
2. Select **Add Request** on top right
3. Select a **Teacher**
4. Select which **colleges the request is for**
5. Include a **personal note**
6. Select **Submit Request**

Student Process

Track Application Submission Status in Naviance

Tracking College Transcripts & Application Materials Status

1. Go to **Colleges I'm Applying To List**
2. Check the **Transcript column** to review when a counselor has submitted a transcript
   - The transcript column will say '**sent**' if the transcript has been sent
3. Check the **Office Materials column** to review when a staff member has indicated that all materials have been sent for that application.
   - The Office Materials column will say '**submitted**' if transcripts and any other required materials, like Common App forms or other school-specific forms, have been sent

	College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type ⓘ	Application		
☐	of Central Florida	RD	Regular Decision	N/A	requested	Pending	🖥	Submitted ⌄	✎ EDIT	MORE ⋮
☐	Docufide Demo College	RD	Regular Decision	April 1	N/A	final sent	Final submitted	〰	Accepted ⌄	✎ EDIT	MORE ⋮

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Track Transcript Request Submission Status

How do I request more transcripts?

Select pink button and choose **College Application** or **Other**

Manage Transcripts | Search for colleges

College Applications

Transcript Requests
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time.

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
32843795	**Florida State University**	College App	07/29/21	-	Pending	-	-	

How do I know if my transcript has been sent?

Watch the **Mailed**, **Midyear**, and **Final** columns to determine when the transcript has been sent

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Track Letters of Recommendation Submission Status

Tracking LOR Status
1. Go to **Colleges**
2. Select **Letters of Recommendation**
3. Check the Status column to review when a teacher has submitted a LOR

Deadline ▲	Recommender(s)	Status ⓘ	Cancel Request
See applications	Genevieve		✕
Apr 01 2018	Genevieve		✕

Recommendation Statuses: ✕

✉ **Requested:** Student has requested a letter of recommendation

📥 **In Progress:** Teacher has written the letter of recommendation

🚀 **Submitted:** High school faculty member has sent the letter of recommendation to designated college(s)

✕ **Cancelled:** Either the student, teacher, or counselor has cancelled the request

Add Request

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Next Steps- After Application Submission

Check your email, application portals, etc:

- It is your responsibility to keep up with any additional information requested by the college. Check your email, application portal, etc to confirm that you have submitted any fees, deposits, additional grades & test scores, etc that may be required.

- Note that the majority of our state universities require a **self report** of grades and test scores instead of an electronic transcript. It is your responsibility to use HAC or request a hard copy of your transcript to self report your grades to the college in their assigned format by their deadline.

Don't forget scholarships and financial aid!

- The Bright Futures Application and FAFSA will open **October 1st.**

- Check your institution, Schoology, and Naviance scholarships pages to see available scholarships throughout the year.

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Ready, Set, Go!

Make sure to check Naviance throughout your senior year for important updates and information to keep you on the path to success!

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