Using Naviance, The Common Application & Transcript Request Process

Naviance is a crucial resource in the college application process...

Use this page as a checklist to make sure you have completed everything

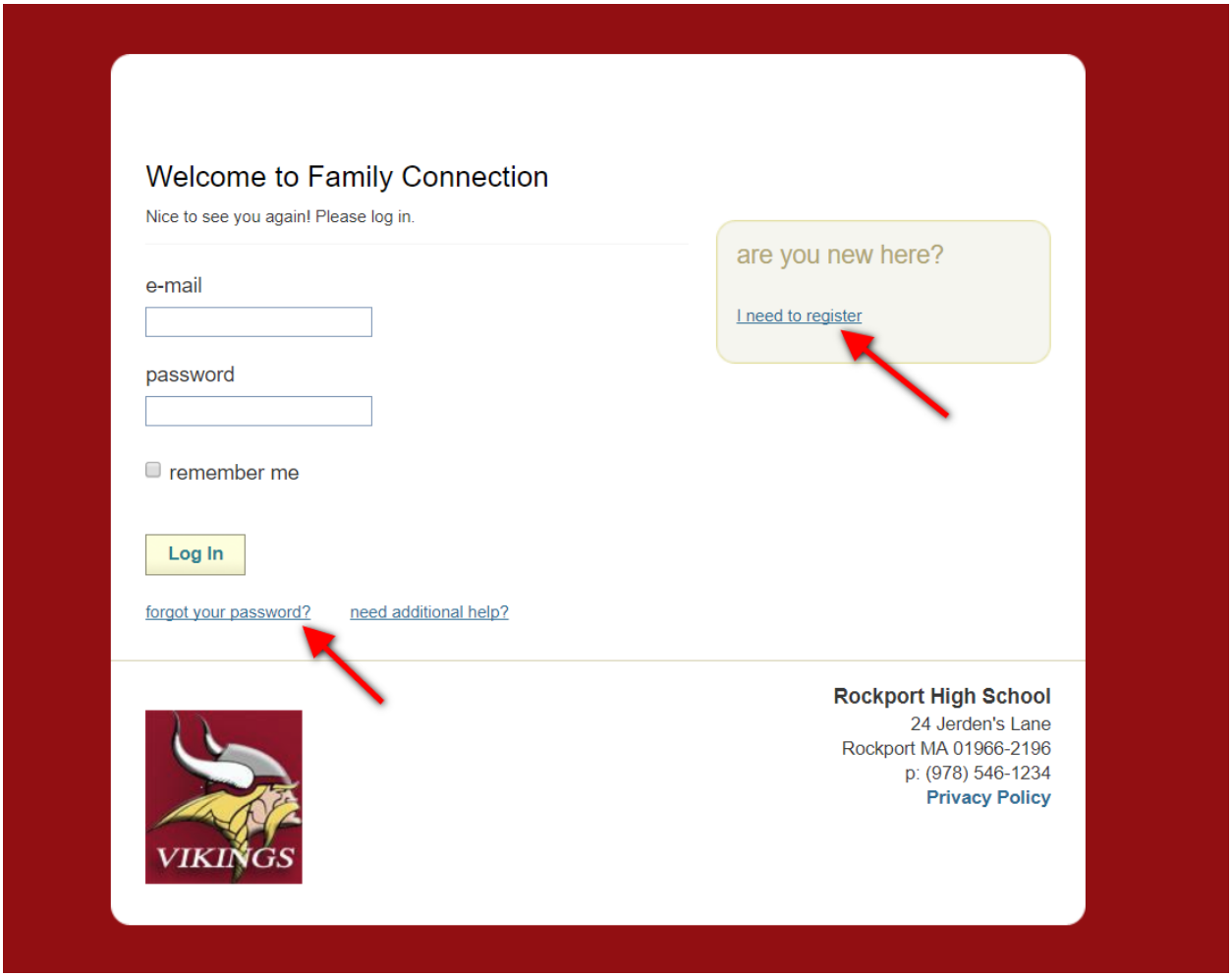
Please use Naviance for the following tasks:

1. ___Create a Resume/Activity Sheet through Naviance *(Due June 2018)*
2. ___Complete Uniqueness Form through Naviance *(Due June 2018)*
3. ___Complete a Guardian Brag Sheet with Naviance parent account *(Due June 2018)*
4. ___Waive your right (given under FERPA) to read/have access to your counselor and teacher recommendations through the common application (Directions available on how to do this)
5. ___Indicate whether using the Common Application for each application *(failure to do this can delay your materials from arriving at your institution)*
6. ___Request Teacher Recommendations by giving them the *Request for Teacher Recommendation* form, as well as creating an official request through Naviance.
7. ___Request your HS Transcripts to be sent to colleges (RHS will also automatically send counselor letter of recommendation, school report forms, and a RHS Profile, along with initial, mid-year and final transcipts)
8. ___Track Application Submission Status on Naviance and through selected colleges and universities.

* Logging in*

- The website to access Naviance is: http://connection.naviance.com/rockporths. There is also a link on the Guidance Department website.
- If you misplaced your password, click on "forgot password" link on the home page.
- **IT is CRITICAL that students have or create an appropriate email; preferably with your name.**

Log In Page



1. Create a Resume/Activity Sheet (see image on pg. 4)

- The resume/activity sheet is necessary to assist your counselor in writing your letter of recommendation. Also, many colleges require an activity sheet as part of their application and is a great tool to help get that completed.
- To access the resume/activity sheet, log in (to the student's account) -> click on the "About Me" tab at the top of the screen -> click on resume.
- Add whichever entries are applicable. Sections to focus on are volunteer services, extracurricular activities, awards, skills, athletic/musical achievements and leadership experiences.
- The resume can be added to or edited at anytime.

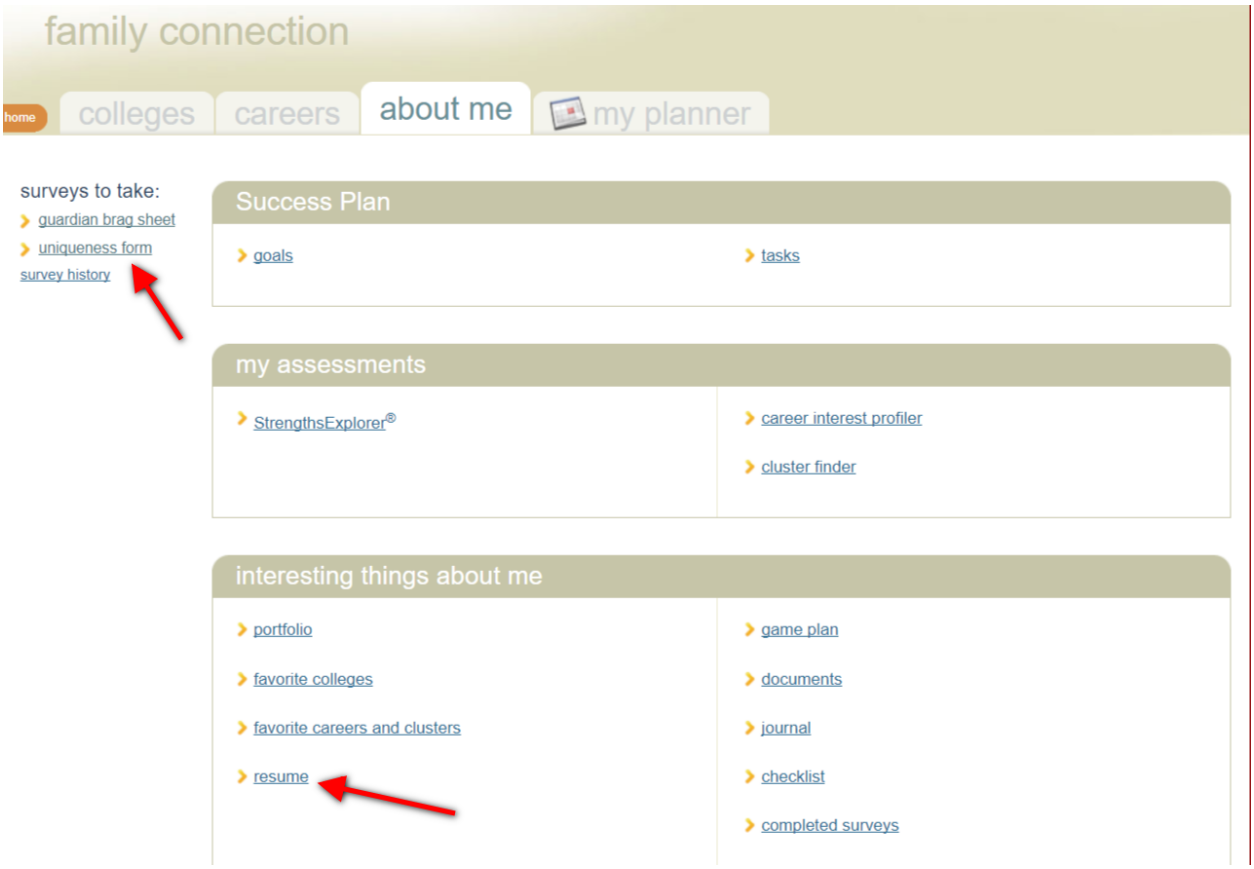
2. Complete the Senior Uniqueness Form (see image on pg. 4)

- The senior uniqueness form is required by all students applying to colleges to assist your counselor and teachers in writing your letters of recommendation.
- To access the senior uniqueness form, log in (to the student's account) ->click on the "About Me" tab at the top of the screen -> at the left of the screen under "surveys to take," click on senior uniqueness form.
- Follow the instructions. The uniqueness form can be added to or edited at anytime.

3. Complete the Guardian Brag Sheet (see image on pg. 4)

- The guardian brag sheet is requested of all parents whose students are applying to colleges in order to assist your counselor in writing your letter of recommendation.
- To access the parent brag sheet, your parent must log in (to the parent's account) -> click on the "About Me" tab at the top of the screen -> at the left of the screen under "surveys to take," click on parent brag sheet.
- Follow the instructions. The brag sheet can be added to or edited at anytime.

Student Resume and Senior Uniqueness Form



Parent Brag Sheet

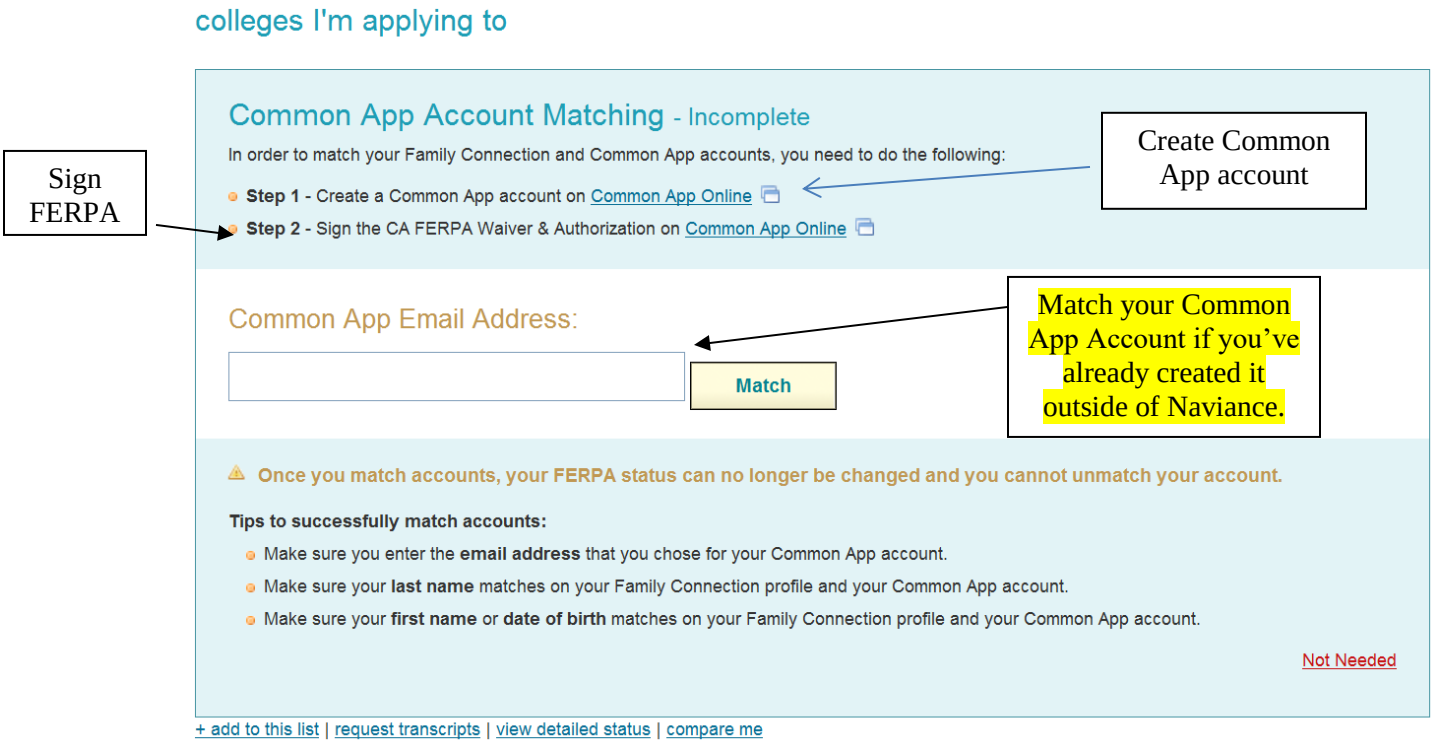
4. Create Your Common Application Account (see image below)

- Naviance and the Common Application are linked and work cooperatively throughout the application process. Until this happens, your counselor will not be able to send your transcripts to schools and your application status will not be trackable.
- Need to creat and complete the Common App in order to link.
- Click on the "Colleges Tab" at the top of the screen ->under my colleges, click on "Colleges I am Applying To." A blue box titled "Common App Matching" will appear. Go to **Step 1** and follow the directions or enter your e-mail to match your account if you already created a common app account.

5. Waive your right (given under FERPA) to read/have access to your counselor and teacher recommendations (see image below)

- Under the Family Educational Rights and Privacy Act (FERPA), students have a right to see their academic file, which includes letters of recommendations. Colleges ask you to (and would prefer you to) waive this right in order to keep recommendations confidential. (For more information about FERPA, visit: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html)

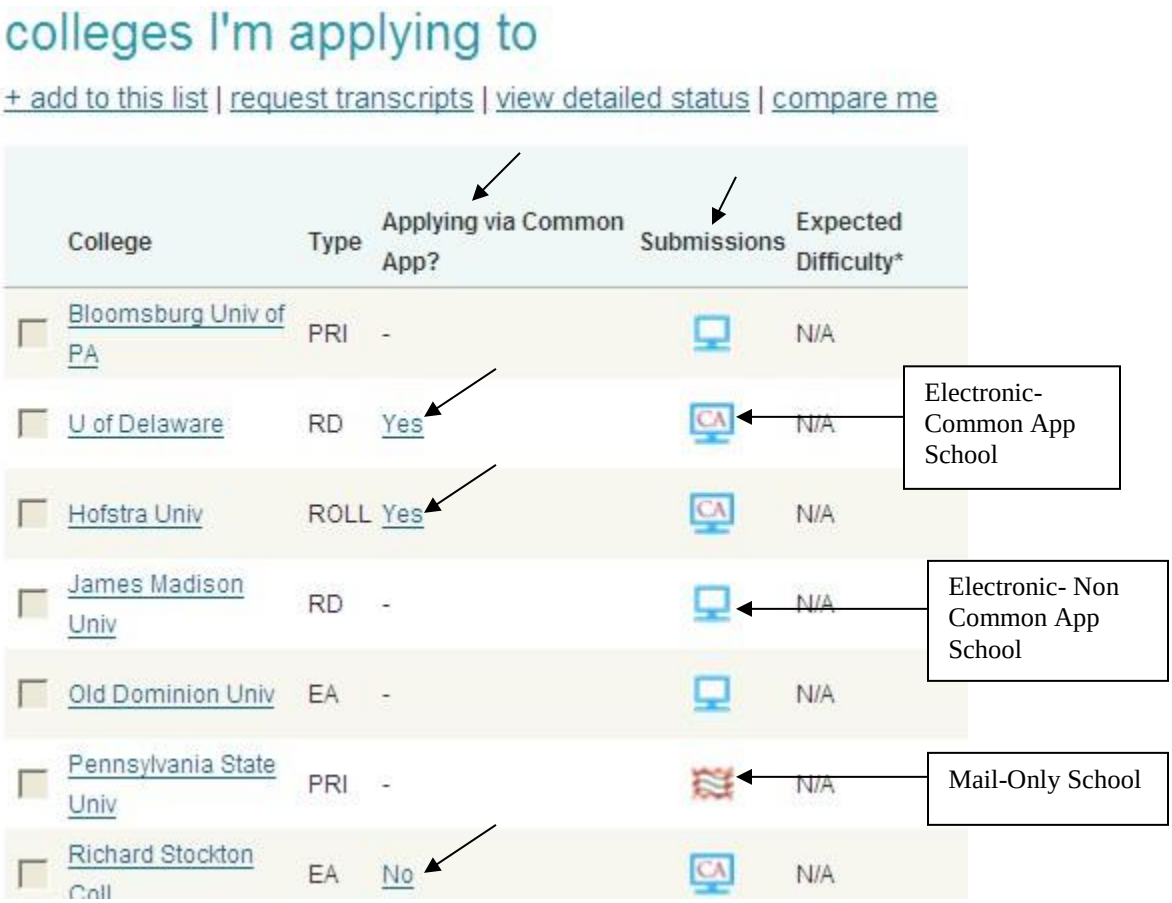
Here's a link to walk you through the steps of the Common App Matching Process: https://vimeo.com/73384070



6. Indicate whether using the Common Application for each application (see image below)

- Some schools that accept the Common Application also offer the option of their own application instead (e.g. priority applications). It is **VERY IMPORTANT** to indicate whether you are choosing the Common Application or not. If a school accepts the Common Application, but you choose to not use it, your counselor is unable to send your transcripts, school profile and recommendations electronically

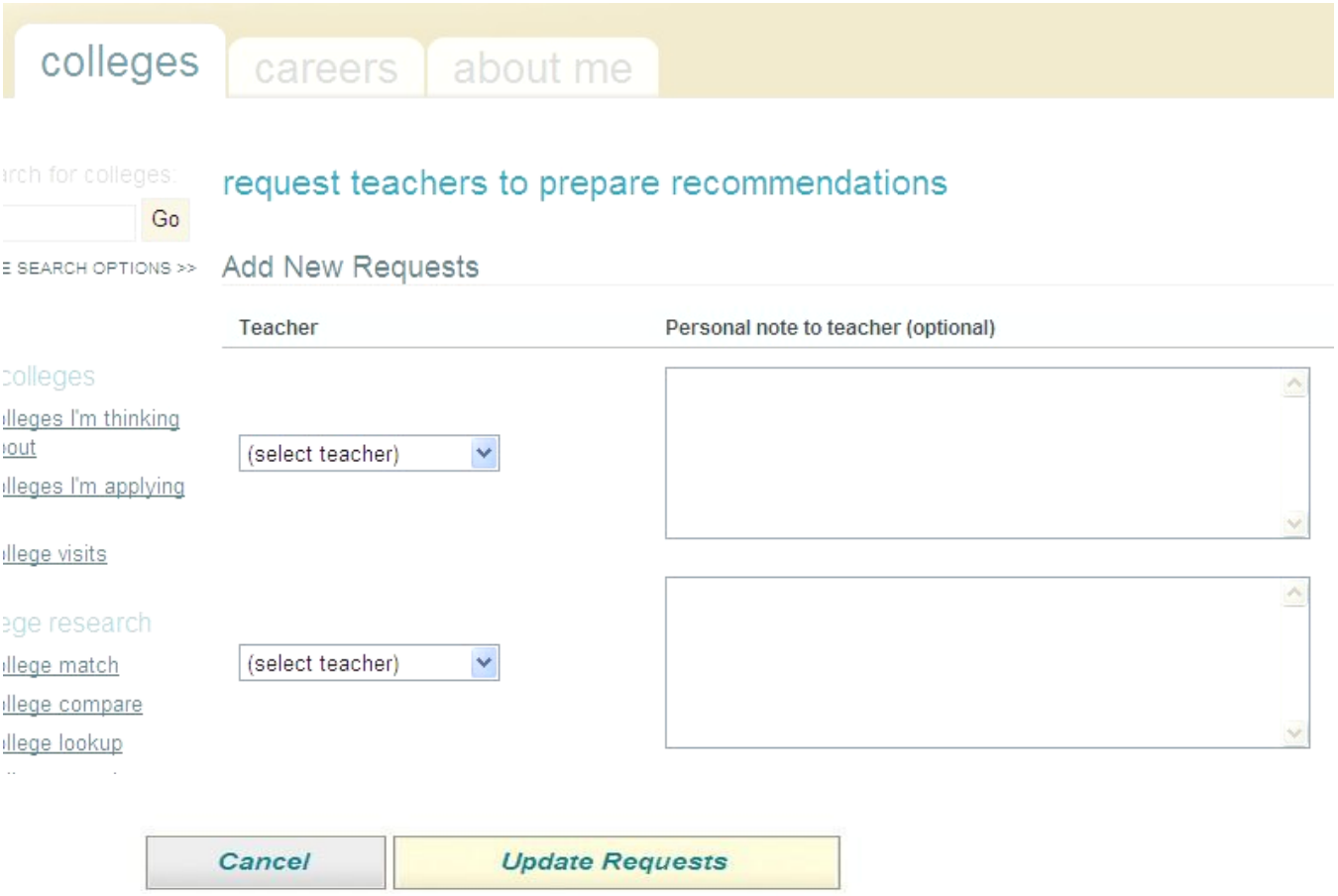
- To indicate whether you are using the common app., log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen -> under my colleges, click on "Colleges I am Applying To." All schools for which you have requested transcripts will be listed under "Colleges I am Applying To." Next to each school that accepts the Common Application (CA), under the heading "Applying via the Common App," choose Yes or No**.**



7. Request Teacher Recommendations (see images below)

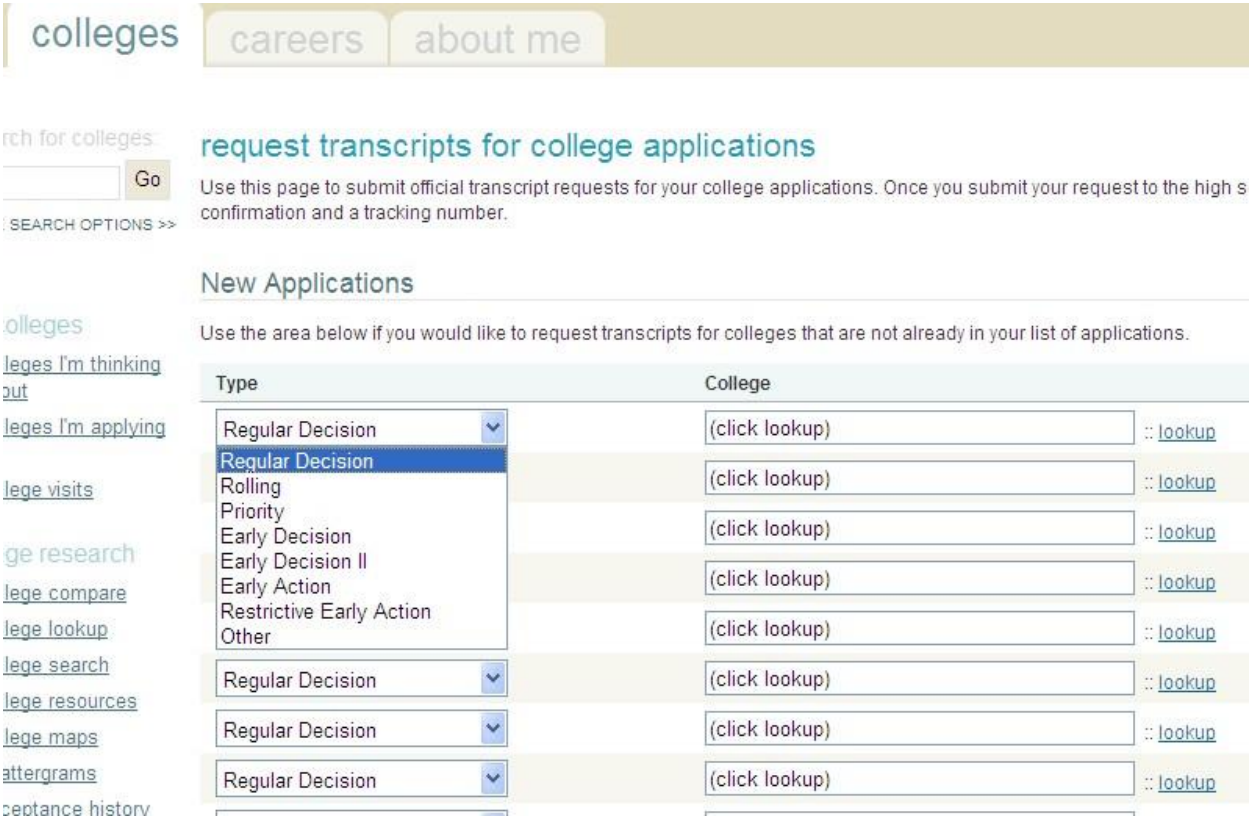
- Before requesting recommendations through Naviance, make sure you have requested a recommendation ***in person***, submitted the Request for Teacher Recommendation form to your teacher, and the teacher has agreed to write you a letter.
- You must then make the request electronically. To request electronically, log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen -> under my colleges, click on "Colleges I am Applying To." Scroll down, under the heading "Teacher Recommendations," click on "Add/Cancel requests."

- Under the heading "teacher" use the drop-down options to find the 2 teachers you are asking.
- You may include the colleges to which you would like your letter of recommendation sent in the "Personal note" box.
- Click "Update Requests" (see below).



8. Request your HS transcript to be sent to colleges (see image below)

- Every college you apply to requires an official copy of your high school transcript, which means it must be sent directly from RHS.
- To request your transcript to be sent, log in (to the student's account) ->click on the "Colleges" tab at the top of the screen -> at the left of the screen under "resources," click on transcripts. Then select "Request transcripts for my college applications."
- Enter the name of the school you are applying to and the type of application decision (It's very important to indicate if you are applying: Rolling, Early Decision, Early Action or Regular Decision)
- Counselor letter of evaluations will be sent along with your transcripts.
- **The RHS Guidance Department guarantees that transcripts will be sent in a timely manner with a 15 days student request. Please watch deadlines and plan ahead!**



9. Track Application Submission Status (see images below and on page 10)

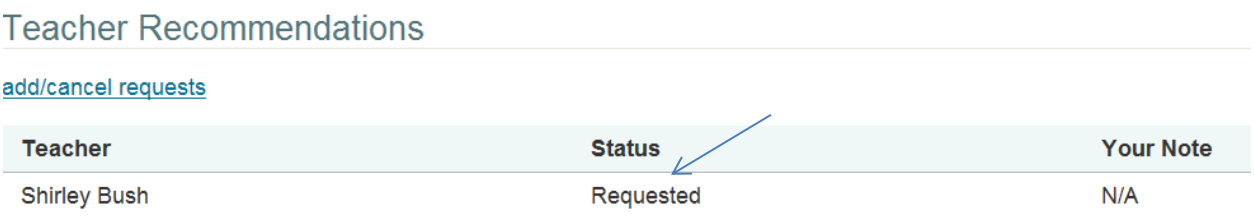
- Through Naviance, you are able to the check the submission status of all of your applications.
- To track, log in (to the student's account) -> Click on the "Colleges Tab" at the top of the screen -> under My Colleges, click on "Colleges I Am Applying To." All schools for which you have requested transcript will be listed under "Colleges I Am Applying To."
- On this graph, you can track:
- Transcripts: whether transcripts were requested by the student and sent by the guidance office.
- Office Status: whether initial materials (profile, counselor recommendation, transcript) were sent by the guidance office.
- My Applications: the student must indicate if they have submitted their part of the application.
- Results: the student must indicate if they were accepted, denied, waitlisted, or deferred.
- Under Teacher Recommendations:
- You can see the teachers you "requested" recommendations from and whether or not the teachers submitted the recommendations to the colleges.

colleges I'm applying to

+ add to this list | request transcripts | view detailed status | compare me

College	Type	Applying via Common App?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results EDIT CO
Amherst Coll	RD	Yes		N/A	1/1/11	requested	Pending	have you applied?	Unknown
Brown Univ	RD	Yes		N/A	1/1/11	sent	Initial materials submitted	app submitted	Unknown
Connecticut College	RD	Yes		N/A	1/1/11	requested	Pending	have you applied?	Unknown
Kenyon Coll	RD	Yes		N/A	1/15/11	sent	Initial materials submitted	app submitted	Unknown
Tufts Univ	RD	Yes		N/A	1/3/11	sent	Initial materials submitted	app submitted	Unknown
Vassar Coll	RD	Yes		N/A	1/1/11	sent	Initial materials submitted	app submitted	Unknown
Washington Univ in St Louis	ED	Yes		N/A	11/15/10	sent	Initial materials submitted	app submitted	Accepted

Status will go from "Requested" to "Submitted" when teachers have sent letters of recommendations to colleges"



DIRECTIONS FOR OBTAINING AND SUBMITTING LETTERS OF RECOMMENDATION FROM OUTSIDE SOURCES

- Letters of recommendation from outside sources cannot be submitted through Naviance. Please follow the procedure below.
- If you are applying through Common Application:
    - Obtain your recommender's e-mail address and request them through Common App as an "Outside Recommender" and "Assign" each to the schools to which you would like them to send letters.
- If your school DOES NOT use the common app:
- Provide the recommender with the following:
    - your full name
    - your phone number
    - your e-mail address
- The list of schools to which you plan to apply. (Remember that if you add schools to the list, you must inform the recommender.)
- The e-mail address of the admissions department for each school. (These can be found on the admissions page of each school's web site.)
    - A thank you note

Please see Mrs. Osier or your counselor if you have any questions.

Frequently Asked Questions

- **How can I tell if my school received all of my documents?**
  - Many schools have an online system for students to track the status of their application. Additionally, Naviance will indicate when documents were sent.
  - Please be aware that even though documents are sent electronically, it can take **4-6 weeks** for schools to apply the received document to a student's account, due to the massive amounts of material they are receiving. Please start early!
- **It has been six weeks since my transcript has been sent via Naviance and I received a post card that my school does not have it. What should I do?**
  - Contact the college. Often they have the transcript but their system has not been updated to reflect their receipt.
  - If the college does not have it, ask how they would like to receive another copy (email, fax, postal mail). Ask for a contact person the transcript should be sent to, along with the email address, fax number or postal address and we will send it.
- **Does the Guidance Department send my SAT/ACT scores?**
  - No. Colleges will not accept SAT or ACT scores sent from the students' high school. You must request your scores directly from the testing organization.
- **Where can I find the application deadlines for the schools I am applying to?**
  - You can find all early action, early decision, and regular decision deadlines on the schools' website. Naviance also has this information.
  - Keep in mind many schools have early regular decision deadlines (Rutgers, Penn State, southern schools, etc.). Create a spreadsheet with the schools you are applying to and their deadlines to keep track of your important dates.
- **When do my applications have to be submitted?**
  - Every college has its own deadlines for applications as well as Financial Aid deadlines. Be sure to check the schools' websites.
  - Be sure to submit your application by the deadline
- **When should I request my transcript?**
  - To meet your deadlines, transcripts should be requested as soon as possible. However, they MUST be requested at least 15 school days prior to the deadline to avoid delays.
- **How can I get my transcripts sent to NCAA?**
  - You can request a transcript for NCAA on Naviance the same way you would for any college.
  - In addition to your initial transcript, we will automatically send a mid-year transcript and final transcript to NCAA.
  - Please inform your Guidance Counselor.