

# Class of 2025 College Application Steps Overview

## 1. Complete Records Release -***available NOW on counseling website and in C106***

- Complete the form and drop it off to Mrs. Kozman in C106. This gives permission for the student to request transcripts and for counselor to submit transcripts.

## 2. Begin College Applications -**Applications typically become available August 1st**

*Tip – create a free Gmail email address to use solely for college applications*

- Common Application
- Directly to college through their website
- Coalition Application
- SRAR (Self Report Academic Record) Some colleges require this in addition to an application.

## 3. Request Transcripts in Naviance – ***Will be available beginning September 10***

- Please submit at least 15 days prior to your college deadline (\*see common deadlines below). We will do our best to accommodate late requests but due to volume we cannot guarantee timely submission outside of the 15 day advanced notice
- If using Common App, follow prompts in Naviance to match accounts and sign FERPA Waiver
- Request transcripts for each school you are applying to. For schools that do not want an official transcript, but instead want student to complete the SRAR (Self Report Academic Record), include the college on the “colleges I’m applying to” list in Naviance, but do not request transcript.

## 4. Request Teacher Recommendations in Naviance - (if recommendations are required) **Will be available beginning September 10**

- After you have spoken to the teacher and they agreed to write the letter, submit requests to the teacher through Naviance for specific colleges.

## 5. Request Counselor Recommendation in Naviance and on paper (if recommendation is required)

- Complete the Counselor Recommendation Questionnaire in Naviance - click on your initials, and about me **Available NOW**
- Complete the paper form, Counselor Recommendation Request, drop it off to Mrs. Kozman in C106 - **Will be available beginning September 10**

## 6. Submit Test Scores (on CollegeBoard or ACT websites if applicable)

- If your college requires official SAT or ACT scores, login to your CollegeBoard/ACT account and submit

## 7. Monitor Status

- Check the status of transcripts and teacher recommendation submission in Naviance
- Monitor your email and college portal accounts for communication about your application status

### **Note Important information:**

Class of 2025 class size: 477 students

GPA Scale: 4.0 (weighted)

CEEB School Code: 390-488

Class Rank: N/A (CBSD does not rank)

Course length – list as yearly

### **\*College Application Deadline**

October 15

November 1

November 15

December 1

January 1

January 15

February 1

February 15

March 1

### **Transcript & Recommendation Request Deadline**

September 20

October 10

October 23

November 6

December 2

December 13

January 10

January 24

February 6

For additional college application resources, visit the CB East School Counseling Website.

Tutorials are available on this site for the Common App, SRAR, and Requesting transcripts/recommendations