Class of 2026 College Application Steps Overview

1. Complete Records Release -*available NOW on the 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 all college applications, do not use school email
   - 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 9**
   - 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 students to complete the SRAR (Self Report Academic Record), add the college on the "colleges I'm applying to" list in Naviance, but do not request a transcript.

4. Request Teacher Recommendations in Naviance - (if recommendations are required)
   Will be available beginning September 9
   - 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 (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 9**

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 2026 class size: 451 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	TRANSCRIPT & RECOMMENDATION REQUEST DEADLINE
October 15	September 22
November 1	October 10
November 15	October 24
December 1	November 5
January 1	December 3
January 15	December 15
February 1	January 9
February 15	January 26
March 1	February 5

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