** Central Bucks High School East**

**2023-2024**

**STEP 1: Release of Records Student/Parent Authorization**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please print your name clearly)** **(If unsure, list multiple majors you are considering)**

**By signing below, I give my consent to the following:**

I give permission to release the following records, as needed:

                        Official Transcripts

Secondary School Report

Recommendations

Mid-year and final grades

School Profile

**I** am aware that all requests require a minimum of **15 school days** **to process after you submit your request through Naviance.**  (Students can begin to make requests in Naviance on Sept.12)

**I** am aware that if I ask for a letter of recommendation, I need to fill out the **Counselor Recommendation Questionnaire** in Naviance. ***Failure to do so will result in a delay in my transcript submission.***

**I** acknowledge that recommendations and Secondary School Reports are confidential, personal in nature, and are not part of my educational record. I hereby **waive my right** to view recommendations at any time.

**I** acknowledge that if I add, drop, or change my senior year classes, it is my responsibility to notify each college to which I have applied.

**I** authorize the release of records as described above.  I understand this authorization will expire July 31, 2024.

***Student Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Parent/Guardian Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Please submit to Mrs. Cynthia Kozman in the School Counseling Office in room C106.***

*Office Received:\_\_\_\_\_\_\_\_\_\_*

**College App Process – Step 2**

**Complete College Applications**

Once you have submitted your signed Release of Records Authorization (Step 1), you should begin your college applications.

There are multiple kinds of applications:

* College-specific: Follow instructions on the specific colleges’ websites.
* Common Application: This is how you will submit most applications. See instructions below.
* Coalition Application: Similar to Common App but used less frequently.A picture containing logo

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Common App allows you to complete one application for multiple colleges. If you are using Common App, you MUST follow these steps ***before requesting a transcript in Naviance***. Here is more information to help you [complete the Common App](https://sway.office.com/gznBaFQ6BU6hZwcF?ref=Link).

1. Create a Common App account ([www.commonapp.org](http://www.commonapp.org)). Be sure to save your login info.
2. In the Common App tab, Complete the “Profile” and “Education” sections.\* Be sure to indicate Central Bucks East as your current high school.
3. In the College Search tab, search for the college(s) you are applying to, and click the “Add to My Colleges” button. (You may edit this list, and can keep adding schools to your My Colleges list). You must add schools here BEFORE you can request a transcript through Naviance.
4. Select any one of the colleges you listed in your My Colleges tab. Then, from the menu on the left, under “Application,” click on “Recommenders and FERPA” and complete the FERPA waiver:
   1. When completing the FERPA Waiver, click the first option: “I waive my right to review all recommendations and supporting documents.”
   2. Note: *Do not request any recommendations through your Common App account*. See instructions for requesting teacher and counselor recommendations further in this Step-by-Step guide.
5. **Complete the “Matching” process in Naviance:** [**Common App Account Matching Video**](https://www.screencast.com/t/gxEQkElyo1)
   1. In Naviance, go to “Colleges I’m Applying to.”
   2. Click “Match accounts.”

\*Here is some information you will need to complete the Profile, Education, and Courses & Grades sections of your Common App:

* Class of 2024 class size: 429 students
* GPA Scale: 4.0 (weighted)
* CEEB School Code: 390488
* Class rank: “N/A” (district does not rank). You do NOT provide your rank on Common App or other applications.
* You will need an unofficial copy of your high school transcript (available in your student portal under “Reports”). Some colleges ask you to self-report your full academic record (9-12) in the Courses & Grades section.
  + In the “Education” section of the Common App tab, you select your current high school, and the dates of entry, which should be Sept 2020 (this is when you entered 9th grade). You do NOT need to indicate your CB middle school as a separate school in Common App. If you attended a school outside of CB for any grades 9-12, indicate that in the “Other Secondary/High Schools” tab.
* You may need a copy of your SAT/ACT test scores and test dates. *If you decide to report your scores,* you have the option to enter scores for SAT/ACT tests, and to enter dates of upcoming tests you plan to take.

**College App Process – Step 3**

**Requesting Transcripts in Naviance**

*\*\* Be sure to request Transcripts at least* ***15 SCHOOL DAYS*** *before your application deadline! Only request transcripts be sent to schools to which you are applying. \*\**

*(See bottom of page for Transcript Request Deadlines)*

1. You cannot request a Transcript through Naviance until you have:
   * Submitted your signed Release of Records Authorization form (Step 1); and
   * If using Common App: Created account; completed most sections; Matched with Naviance, and submitted FERPA waiver (Step 2). If you have completed these steps, then proceed.

Videos to assist with steps below: [Add Colleges I'm Applying To in Naviance](https://www.screencast.com/t/jp4DehOsrA)

[Requesting Transcripts in Naviance](https://www.screencast.com/t/LMtSIif3e1)

1. Log into Naviance. From COLLEGES menu, click **Colleges I’m Applying To**.
2. A picture containing clipart

   Description automatically generatedClick the **red “Add”** button and follow all steps below:
   * From **Which college are you applying to?** Use the drop-down or type the name of the desired college and select from the options.
   * From **App Type** click the drop-down to identify your answer.
   * From **I’ll submit my application?** Click the drop-down to select either: via Common App, or Directly to the Institution (if you’re using college’s own application). DO NOT select “I’m not sure."
   * To confirm that you have submitted your application, select the checkbox labeled **I’ve submitted my application.**
   * Click **Add and Request Transcript.**
   * From **What type of transcript are you requesting**? Select the **Initial** checkbox.
   * Review **Where are you sending this transcript**? To ensure the proper college name is displaying.
   * Click **Request and Finish**.
3. Review your **Colleges I’m Applying To** dashboard. If you see this icon, then there’s a problem. You must go back and tell us how you’re submitting that application by selecting either: **Via the Common App** or **Directly to the Institution**. If the setting is left as **I’m not sure yet**, your transcript **CANNOT** be submitted.
4. Repeat this process for EACH COLLEGE to which you want a transcript sent.
5. **Self-Reported Student Academic Record**

Colleges who require self-reported grades/transcripts typically contact you after your application has been received to prompt you to complete the self-reported academic record (SRAR). More information on how to complete the SRAR can be [found here](https://sway.office.com/znKqaLNBJ7VVBvNF?ref=Link). \*Do not request transcripts for schools that require a self-reported academic record, however these colleges must still be added to “Colleges I’m Applying To” in Naviance.

**APPLICATION DEADLINE** **TRANSCRIPT & RECOMMENDATION REQUEST DEADLINE**

October 15 September 22

November 1 October 10

November 15 October 23

December 1 November 6

January 1 December 4

January 15 December 15

February 1 January 10

February 15 January 25

March 1 February 6

**College Application Process – Step 4**

**Requesting Letters of Recommendation (if applicable)**

**To Request a Letter of Recommendation from a Teacher:**

Once you have returned your signed Release of Records Authorization to Mrs. Kozman in the Counseling Office (Step #1), begun your applications (Step #2) and requested transcripts in Naviance (Step #3), you can request your Teacher Letter of Recommendation through Naviance. \**You should already have spoken with your teacher(s), and they should have agreed to write your letter. Do not request letters through Naviance without first having spoken to your teacher(s) in person.\**

Video to assist with the steps below: [Request Letters of Recommendation in Naviance](https://www.screencast.com/t/yFlgLhUy)

Log into **Naviance** and click on the **Colleges** link at the top:

1. Under **Apply to Colleges**, select the **Letters of Recommendation** link.
2. Click the **ADD REQUEST** button.
3. Select the teacher from whom you need a recommendation.
4. Click on the 2nd option, “*Specific Request”* Do **NOT** select “General Request.”
5. Select the specific school(s) to which you would like that teacher to send a recommendation.
6. Click the **SUBMIT REQUEST** button.
7. If you want another teacher to send a letter of recommendation, repeat the steps above.

Follow these steps only if letters of recommendation are required for the schools to which you are applying.

**To Request a Letter of Recommendation from your Counselor:**

If your college ***requires*** a Counselor Letter of Recommendation, you must follow these steps to request the letter from your counselor.

1. Complete the Counselor Recommendation Questionnaire in Naviance (About Me > Surveys from my School). This must be completed before your counselor can write you a recommendation.
2. Fill out the Counselor Recommendation Request form (this is a paper form, and is NOT completed in Naviance, which can be found on page 7 of this document) and submit to Mrs. Kozman in C106.

**Note:** It is best to complete the Counselor Recommendation Questionnaire **prior** to submitting any transcript requests. If you already requested transcripts to colleges that did not require a counselor rec, and now you want to add colleges that *do require* a counselor rec, go back and complete steps 1 and 2 above.

**College Application Process – Step 5**

**Submitting Test Scores (if applicable)**

1. If your college requires OFFICIAL TEST SCORES for admission, then you must send your scores from [College Board (SAT)](https://satsuite.collegeboard.org/sat) or [ACT Student (ACT).](https://www.act.org/)  
   1. If you do not plan to take the SAT or ACT again, then log into your SAT or ACT accounts, and follow directions to send scores. There is typically a fee to send your score report to each college.
      1. From the SAT Suite: If you’ve taken the SAT more than once, you can send only your best score. However, the college you’re sending scores to might have a policy that they want to see all of your scores. As you select scores to send, you can view the policy requirements of the schools you selected and send what they require.
      2. For ACT: you have a choice
         1. Superscore: In order to send a superscore you must have scores from at least two test events. Your superscore is made up from your best individual scores to create the best overall composite score. When institutions receive your superscore they not only receive those scores, but also scores form your highest test event, as well as the events that make up that overall superscore composite.
         2. Scores from a Test Event: Want to make sure a college has a specific score? You can still send scores from a specific test event. Follow directions in MyACT from act.org.
   2. If you plan to take the SAT or ACT this fall, you may send your score report to up to 4 schools *for free* at the time of registration. If you registered (for an upcoming test) but forgot to indicate schools, go back into your account to send your free score reports. If you add a college to this list, and end up NOT applying there after all, don’t worry – nothing happens! But if you DO apply, then the college will have your score report which contains all scores up to and including the test for which you registered.
2. Many colleges are Test Optional, which means you have the option of submitting your scores – or not.
   1. If you’re not sure if you should send your scores, look at the college’s mid-range SAT/ACT scores, and see how your scores compare.
   2. Feel free to discuss this with your counselor.
3. The Common App allows you to SELF-REPORT your test scores. *This is not considered an “official score report,”* and if the college requires Official Reports, you’ll still need to order your score report and have it sent.
   1. If you self-report your scores on Common App, then be aware that all colleges will see them. If you plan to apply Test Optional to any of your schools, you might consider NOT self-reporting your test scores through Common App, and then just sending score reports to the schools you want to receive your scores.

**What’s Next?**

1. **Track your transcript requests and teacher recommendations in Naviance.**

**To check the status of Transcripts:**

1. Click on **Colleges** tab
2. Click on **Manage Transcripts**
3. In the **Mailed** column, look for **Date – This is the day your transcript and supporting docs were sent.**

[**To check status of your teacher letter**](https://static.naviance.com/family-connection/edocs/letters-of-recommendation/#/) **of recommendations:**

1. Click on **Colleges** tab
2. Click on **Letters of Recommendation**
3. In the **Status** column, look for the word **Submitted** (if it says **Requested** or **In Progress** and your deadline is approaching, please follow up with your teacher.)
4. **Check college accounts/portals to confirm they have received all required documents**

Once your college receives your application, they will provide you with information on how to access your application portal. Please allow your college **at least 15 days after document submission** to process your documents and mark them as received.

1. **If you are planning on participating in Division I or II Collegiate Sports you must register with the** [**NCAA Eligibility**](https://docs.google.com/presentation/d/1IfaurjGjPJwTXIyFOOw5frHO3Ndfk_Fl3BLqalTUKs4/edit?usp=sharing) **Center.**

Counselor Recommendation Request

School counselor recommendations are classified differently than teacher recommendations. **Not** every college requires a school counselor recommendation. Please check each college application checklist on their website and Common Application before submitting this form.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I confirm that I have submitted a transcript request for this   college via Naviance.
* I confirm that I have completed the Counselor Recommendation Questionnaire on Naviance.
* I acknowledge that recommendations are confidential in nature and understand that they are not part of my educational record, so I do not have access to them.
* I confirm that the following college requires a school counselor recommendation.

* Name of College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Please note you only need to submit this form one time.  When you request transcripts in Naviance for any subsequent colleges, the counselor recommendation will be automatically sent if the college requires it.**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please submit to Mrs. Cynthia Kozman in the School Counseling Office in room C106.***