



Central Bucks High School East

2022-2023

STEP 1: Release of Records Student/Parent Authorization

Student Name: _____ Counselor: _____

Student email: _____ Major _____
(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 to all colleges, NCAA, Scholarships, and Enrichment programs, 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.

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

I acknowledge that counselor 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 the counselor recommendation 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 June 30, 2023

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Office Received: _____

College App Process – Step 2

Complete College Applications

Once you have submitted your signed Records Release (Step 1), then you should complete your college application.

- For some colleges, you can use their own application, typically available electronically on their website. You'll make an account, and the application only goes to that one school. Follow all instructions from that college's site.



Many of you will use the Common App, which you can send to multiple schools. If you are using Common App, you **MUST follow these steps *before requesting a transcript*** so that we can send your materials to your schools.

1. Create a Common App account (www.commonapp.org). Be sure to save your login info.
2. In the Common App tab, Complete the "Profile" and "Education" sections*.
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:
 - a. When completing the FERPA Waiver, click the first option: "I waive my right to review all recommendations and supporting documents."
 - b. Note: *Do not request any recommendations through your Common App account.* See instructions for requesting teacher and counselor recommendations.
5. **Complete the "Matching" process in Naviance:** [Common App Account Matching Video](#)
 - a. In Naviance, go to "Colleges I'm Applying to."
 - b. Click "Match accounts."

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

- Class of 2023 class size: 480 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 on your applications.
- In the "Education" section of the Common App tab, you select your current high school, and the dates of entry, which should be Sept 2019 (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 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.
- A copy of your test scores and 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.

We recommend you finalize and submit your application before requesting that we send your transcript; however, you should be mindful of transcript request dates and deadlines. See college website for application deadlines and reference Step 3 for Central Bucks processing deadlines.

College App Process – Step 3

Requesting Transcripts in Naviance

**** Be sure to request Transcripts at least 15 SCHOOL DAYS before your application deadline! ****

(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 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](#)
[Requesting Transcripts in Naviance](#)
2. Log into Naviance. From COLLEGES menu, click **Colleges I'm Applying To**.
3. Click 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**.
4. 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.
5. Repeat this process for EACH COLLEGE to which you want a transcript sent.

APPLICATION DEADLINE

October 15, 2022
November 1, 2022
November 15, 2022
December 1, 2022
January 1, 2023
January 15, 2023
February 1, 2023
February 15, 2023
March 1, 2023

TRANSCRIPT REQUEST DEADLINE

September 23, 2022
October 14, 2022
October 25, 2022
November 7, 2022
December 2, 2022
December 16, 2022
January 10, 2023
January 23, 2023
February 6, 2023

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 Records Release to Mrs. Kozman in the Counseling Office (Step #1), completed 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 already 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](#)

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 you need a recommendation from.
4. Click on the 2nd option, “*Specific Request*” **Do NOT select “General Request.”**
5. Select the specific school(s) you would like that teacher to send a recommendation to.
6. Click the **SUBMIT REQUEST** button.
7. Repeat this for each teacher that you want to send letters of recommendation to specific schools. Please check admission requirements and only ask for what you need.

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. Follow the same steps as above, but select your counselor from the drop down box rather than a teacher.

Note: It is best to complete this counselor recommendation survey **prior** to submitting any transcript request. If you already sent transcripts to colleges that did not require a counselor rec, and now you want to add colleges that *do require* a counselor rec, then please complete the survey, and submit your recommendation request through Naviance to your counselor.

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 \(SAT\)](#) or [ACT Student \(ACT\)](#).
 - a. If you have completed all testing, 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. This score report will contain all past scores.
 - i. Don't worry about sending all scores. Even if some scores are low, colleges typically "Superscore," which means they take your highest Math and Reading scores, and combine them to give you your highest score. (Some schools, like Penn State, don't Superscore, but they take your highest "sitting.")
 - b. If you plan to take the SAT/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, and follow links 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 you registered for.
2. Many colleges are Test Optional, which means you have the option of submitting your scores – or not.
 - a. 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.
 - b. 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.
 - a. 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 in score reports to the schools you want to receive your scores.