

**Class of 2025**

**College Application Instructions Packet**

1. Submit Records Release Authorization

* Complete the form and drop it off to Mrs. Reilly in the 1st Floor Student Services Office. 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

Use a personal email for college applications. DO NOT use your CBSD email or parent’s email! Apply through:

* 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 through Naviance. 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)

* Will be available beginning September 10
* Complete the Counselor Recommendation Questionnaire in Naviance - click on your initials, and about me

6. Submit Test Scores (on College Board or ACT websites if applicable)

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

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 regularly

**Note Important information:**

Class of 2025 class size: 585 students

GPA Scale: 4.0 (weighted)

CEEB School Code: 394-992

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

Course length – list as yearly

**College Application Deadline Transcript & Recommendation Request Deadline**

October 15 September 20

November 1 October 10

November 15 October 23

December 1 November 6

January 1 December 2

January 15 December 13

February 1 January 10

February 15 January 24

March 1 February 6

**Central Bucks High School South**

**Release of Records Authorization**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student email (not CBSD email):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please initial the following:**

**\_\_\_\_\_\_** I give permission to release the following to all colleges/universities, 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 15 school days to process.**

**\_\_\_\_\_\_** I am aware that if I ask for a counselor letter of recommendation I need to complete the Counselor Letter of Recommendation Survey in Naviance. ***Failure to do so will result in a delay in my transcript submission.***

**\_\_\_\_\_\_** I acknowledge that counselor and teacher letters of recommendation 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 letters of recommendation at any time.

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

*I authorize the release of records as described above.*

***Parent Signature:*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* ***Date:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

#### THIS FORM ONLY *AUTHORIZES* US TO SEND TRANSCRIPTS. YOU MUST STILL USE NAVIANCE TO REQUEST TRANSCRIPTS FOR COLLEGES

**Complete College Applications**

Prior to requesting ANY records (transcripts or recommendations), you should submit your college application. Having your application submitted to the college ahead of such requests allows your school records and test scores (if sent) to link up to the application already on file. Generally, college applications can be submitted in three ways: College specific applications, Coalition for College Application, and Common Application.

**Application Type #1**: College Specific 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 website.

**Application Type #2**: Coalition for College Application- Prepare for & apply to college with the Coalition for College (coalitionforcollegeaccess.org)

**Application Type #3**: The Common Application

**common**

**app**

If you are using Common App, you MUST follow these steps ***before requesting a transcript/recommendation*** 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 (required):
   1. When completing the FERPA Waiver, click the first option: "I waive my right to review all recommendations and supporting documents."
   2. IMPORTANT: *Do not request any recommendations through your Common App account.* See instructions for requesting teacher and counselor recommendations through Naviance.
5. **Complete the "Matching" process in Naviance:**
   1. In Naviance, go to "Colleges I'm Applying to."
   2. Click "Match accounts."

Please refer to the **Frequently Asked Questions Document** on the [Student Services’ College Application Process Page](https://www.cbsd.org/Page/26249) for answers to many application questions (ie- rank, GPA scale, entering 9th grade classes, class size, counselor contact info, etc.).

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

* Class of 2025 class size: 4585 students
* GPA Scale: 4.0 (weighted) Do not include your unweighted GPA
* CEEB School Code: 394992
* 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 2021 (this is when you entered 9th grade). You do NOT 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”) to complete the Courses & Grades section required by some schools. (Please note that this step is different than completing a Self-Report Academic Record SRAR.)
* When entering your courses, choose “year-long” (not block scheduling), enter your *final* course grades, and the credit value.
* 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. If you are applying as test-optional we do NOT recommend including your test scores on your application!

# Request Transcripts in Naviance

*\*\* Be sure to request transcripts/recommendations at least* ***15 SCHOOL DAYS*** *before your application deadline! \*\**

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](https://www.screencast.com/t/LMtSIif3e1)

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.

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March 1 February

**Request Letters of Recommendation**

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

Once you have done the following steps, you are ready to request your Teacher Letter of Recommendation through Naviance:

* + - Turned in your signed Release of Records Authorization to Mrs. Reilly in the 1st Floor Student Services Office
    - Begun your college applications
    - Requested transcripts in Naviance
    - Spoken with your teacher(s), and they agreed to write your recommendation letter

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

* 1. Under **Apply to Colleges,** select **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.

Please see this video for more information if needed[: Request Letters of Recommendation in Naviance.](https://www.screencast.com/t/yFlgLhUy)

### 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 Request for Counselor Recommendation Survey in Naviance (Click the Circle with your Initials> Surveys from my school). This must be completed *before* your counselor can write you a recommendation at least 15 days before the deadline.
2. After you complete this survey, follow the same steps as you did to request a teacher’s recommendation. Your Counselor Recommendation will be sent along with your transcript each time you put in a subsequent transcript request through Naviance.
3. If a college LIMITS the number of recs they will accept and you cannot request the teachers AND have room for your counselor, put your teachers in first *then email your counselor* to let them know you want their letter sent but didn’t have enough space to request all teachers plus a counselor. They will know what to do.

**Submit Test Scores (if applicable)**

1. If your college requires OFFICIAL TEST SCORES for admission, then you must send your scores directly from [College Board (SAT)](https://satsuite.collegeboard.org/sat/scores/send-scores-to-colleges) or [ACT Student (ACT).](https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html)
   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 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 single 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.

* 1. If you plan to take the SAT/ACT this fall and want a college to receive your scores, 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. If you want to wait to see your scores before sending them, you can pay for them to be sent later.

1. 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 or call the admissions rep, they’ll give you good advice.
2. The Common App allows you to SELF-REPORT your test scores. *This is not considered an "official score report,11* 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 send in score reports to the schools you want to receive your scores.