

# ATTENTION SENIORS

For your school counselor to send your transcript electronically, students must complete the following steps below.

Watch a tutorial: <http://www.screencast.com/t/gxEQkElyo1>

## STEP 1: COMMON APPLICATION

- Create a Common Application - [www.commonapp.org](http://www.commonapp.org)
- Go to the “Common App” Tab and select the “Education” Tab on the left column
  - **Complete the entire “Education” section**
    - ✓ **A Green Check Mark will confirm the section is complete**
- Go to the “College Search” Tab
  - Search the college of interest by school name or location
  - Add at *least* one college to your list
- Go to the “My Colleges” Tab and select the drop-down to the right of the college name
  - **Click “Recommenders & FERPA”**
  - Click “Complete Release Authorization” – Read and follow the prompts to complete the FERPA form.
  - Check the box to authorize the release of records and recommendations, additional text will appear to allow you to either choose to “waive” or “not waive” your right to *review* all released documents submitted to colleges. Mark the box which states that you understand that your choice to “waive” or “not waive” pertains to all colleges for which you are applying. Lastly, electronically sign and click “save”.
  - ✓ **A Green Check Mark will confirm the section is complete**

## STEP 2: NAVIANCE STUDENT

- Sign in to your Naviance Account - [connection.naviance.com/seafordshs](http://connection.naviance.com/seafordshs)
  - Navigate to the “Colleges” Tab > “Colleges I’m Applying To”
  - Select “Match Accounts” and follow the instructions
  - **\*If you do not have a Naviance account or need assistance, please contact Ms. Evans in Guidance at 516-592-4321 or devans@seaford.k12.ny.us.**

**YOU MUST SEE “COMMON APP ACCOUNT MATCHING - COMPLETE”**

## STEP 3: CONTINUE IN NAVIANCE STUDENT

- Go to the “Colleges” Tab > “Colleges I’m Applying To”
- Enter the colleges you plan on applying to (see back page for instructions)

*After steps 1 through 3 are complete, you are ready to schedule your senior meeting. Please contact the School Counseling office at 592-4320 to schedule an appointment.*

**\*SENIOR MEETINGS START SEPTEMBER 21, 2020\***

# "HOW TO" IN NAVIANCE STUDENT

## ADD COLLEGES

- Click on the “Colleges” tab in Naviance Student and click on “Colleges I’m Applying To”. Scroll down and click on “Add Colleges to this List”. Click on “Look Up” to add each of your colleges to the list. You may be asked to identify how you are applying to each school.

After adding colleges in Naviance Student, you are ready to  
request letters of recommendation.

## REQUEST LETTERS OF RECOMMENDATION

- Go to the “College” Tab > “Colleges Home”. Scroll down to the left side and select “Letters of Recommendation”.
- Click on the blue “Add Request” button to submit electronic requests, one teacher at a time. Students should select a teacher from the drop-down list.
- Request that teachers send letters to “all current and future colleges I add to my *Colleges I’m Applying To* list”.
- Students can add a personal note to the teacher, highlighting any important aspects of their application. (i.e. thank you note, college deadline date, first choice school, major etc.)
- Select “Submit Request” at the bottom of the screen which displays all teacher recommendation requests. At the top of the screen, a green status bar shows the teachers name and the number of requests for the student.