

REQUESTING COUNSELOR PORTION OF APPLICATION:

You will need to meet with your counselor in person, to verbally request that we send your transcript, school profile and counselor portion of the application to your selected colleges.

- Complete all tasks assigned to you in Naviance, including **Character Sketch, Resume/Activity List, Parent Brag Sheet**

COMMON APPLICATION SCHOOLS:

Complete these steps in the following order:

- Create a Common App Account
- Add college(s) to “My Colleges”
- Complete the **Education Information** section on the application
- Sign the **FERPA Waiver** (only needs to be completed once)
 - We suggest that you *waive* your right to view your recommendation and sign where required.
 - Log onto Naviance – under “Colleges I’m applying to” complete “Common App Matching” if it’s incomplete

NON-COMMON APPLICATION SCHOOLS:

Look for one of the following forms (although it may not exist):

Secondary School Report or Transcript Request or Counselor Recommendation

- Complete the student section of the form & bring it to your counselor appointment
 - We suggest that you *waive* your right to view your recommendation and sign where required.

CUNY SCHOOLS:

- Complete in its entirety and submit the CUNY application
- Print your *submitted application confirmation letter* and bring it with you to your counselor

- Schedule a full period appointment with your counselor.

Your first request for counselor portion to be submitted must be made at least **15 school days** before the college deadline... subsequent requests are due **10 school days** prior to the college deadline.

- ✓ *ED/EA college deadline of November 1st - due to counselor: **October 9th***
- ✓ *Any college deadlines of November 15th -December 1- due to counselor: **October 22nd***
- ✓ *All remaining applications - due to counselor: **November 30th***

- AFTER** meeting with your counselor to activate colleges, sign into Naviance and officially “request” a letter of recommendation from your teachers (instructions are located on the Guidance website).

Email requests will NOT be processed.