

Marriotts Ridge High School



OBJECTIVES

Students will understand the process and timeline for obtaining and submitting application materials for post-high school plans, including:

- Transcript Request Form/Process
- Teacher Recommendation Requests/Process

STUDENT SERVICES SUPPORT:

COUNSELORS

MRS. LITTLE

A – Ci

MRS. DUBBS

CI – H

MRS. BAEK

I – L

MS. NELSON

M – R

MR. JOHNSON

S – Z

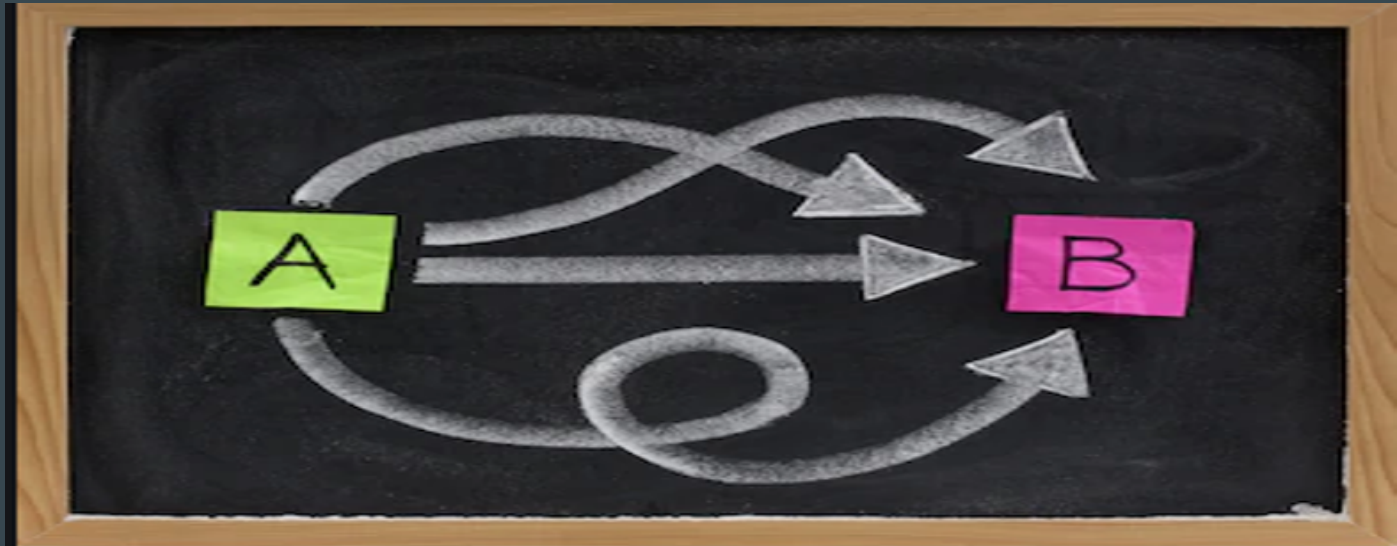
REGISTRAR :

MS. DEISON

SS SECRETARY:

MS. LEAF

Endless Opportunities with Multiple Pathways



- Over 5,000 colleges/universities: 2-year/4-year schools
- Trade/vocational schools, military, work force
- Gap year (with a goal in mind)
- Each student's path should reflect individual goals, interests, and strengths

Completed Over the Summer(?):

1. Teacher Information Form #1
2. **Teacher Information Form #2**
3. Counselor Information Form
4. **Parent Information Form (optional)**
5. Update your Resume and upload to Naviance!



Where to Find Teacher/Counselor Information Forms?

Home Courses ^{New} Colleges Careers **About Me** My Planner

My Surveys

Filter by

Not started

Counselor Information Form

NOT STARTED



Parent Information Form

NOT STARTED

Teacher Information Form #1

NOT STARTED



Teacher Information Form #2

NOT STARTED



NAVIANCE: Click “About Me” > “My Surveys” > “Surveys Not Started”

**** Careful completion of these forms is ESSENTIAL ****

How to Upload Resumes to Naviance:

- Log in to Naviance: Click on “My Planner”
- Click on “Tasks”
- Scroll to “Tasks You Need To Work On”
- Click on “Upload a Resume “
- Upload your document > Verify the upload

Military & Trade School Plans

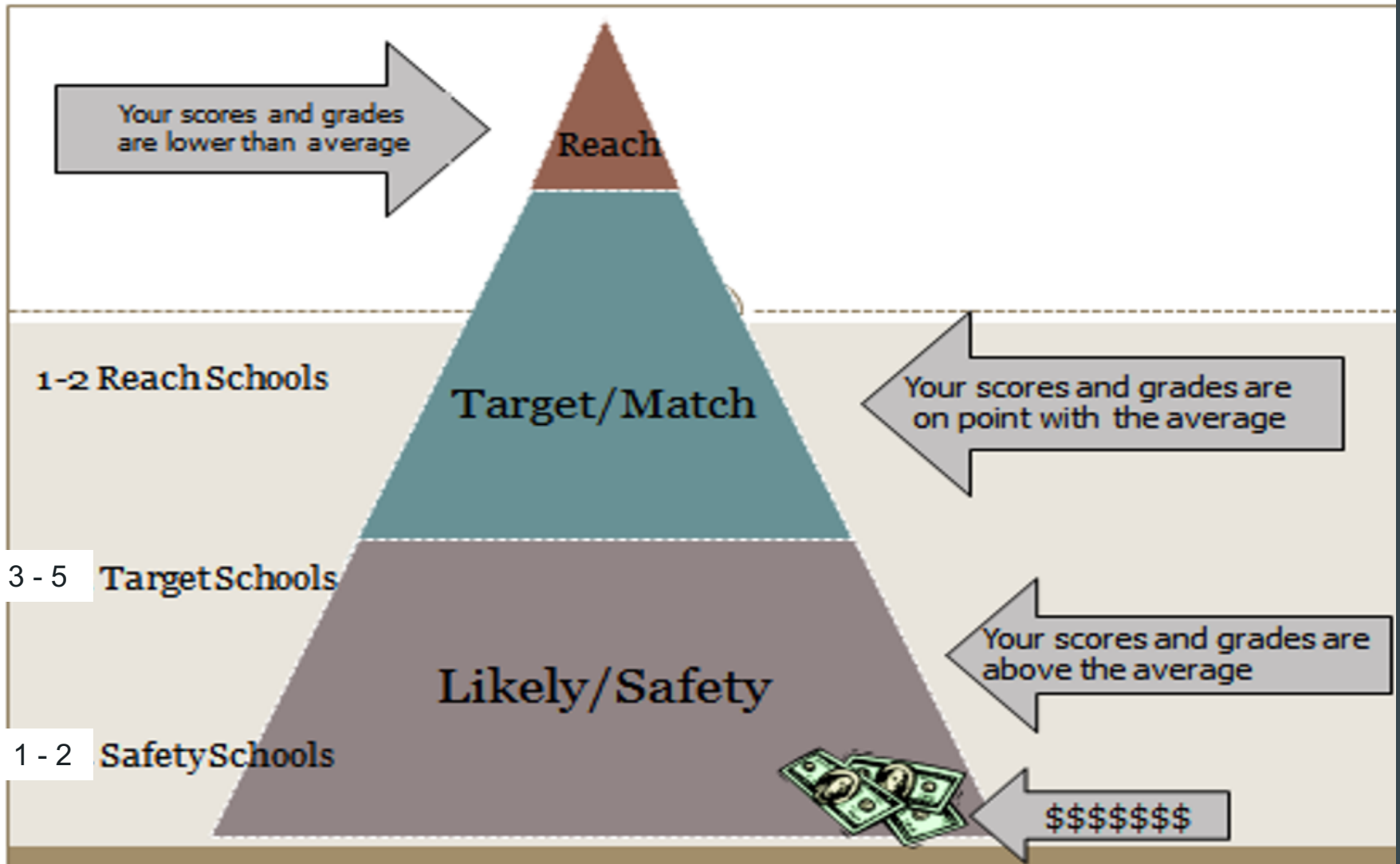
MILITARY:

- ASVAB (Armed Services Vocational Aptitude Battery): Contact a recruitment center for future testing dates
- <https://www.military.com/join-armed-forces/asvab>

TRADE SCHOOLS:

- Electrician, dental hygienist, HVAC technician, home inspector, plumber, court reporter, airplane mechanic, pipe fitter, cosmetologist, sonographer, paralegal...
- Research individual schools for deadlines and requirements

Create a Diversified College List



Admissions Types

Early Decision

Early deadline, early response, **LEGALLY BINDING**

Early Action

Early deadline, early response, **NON-BINDING**

Priority Deadline

Students apply by an earlier deadline, and receive priority over students who do not meet the deadline. Decisions are also made earlier

Rolling Admission

Students are accepted/denied as applications are received.

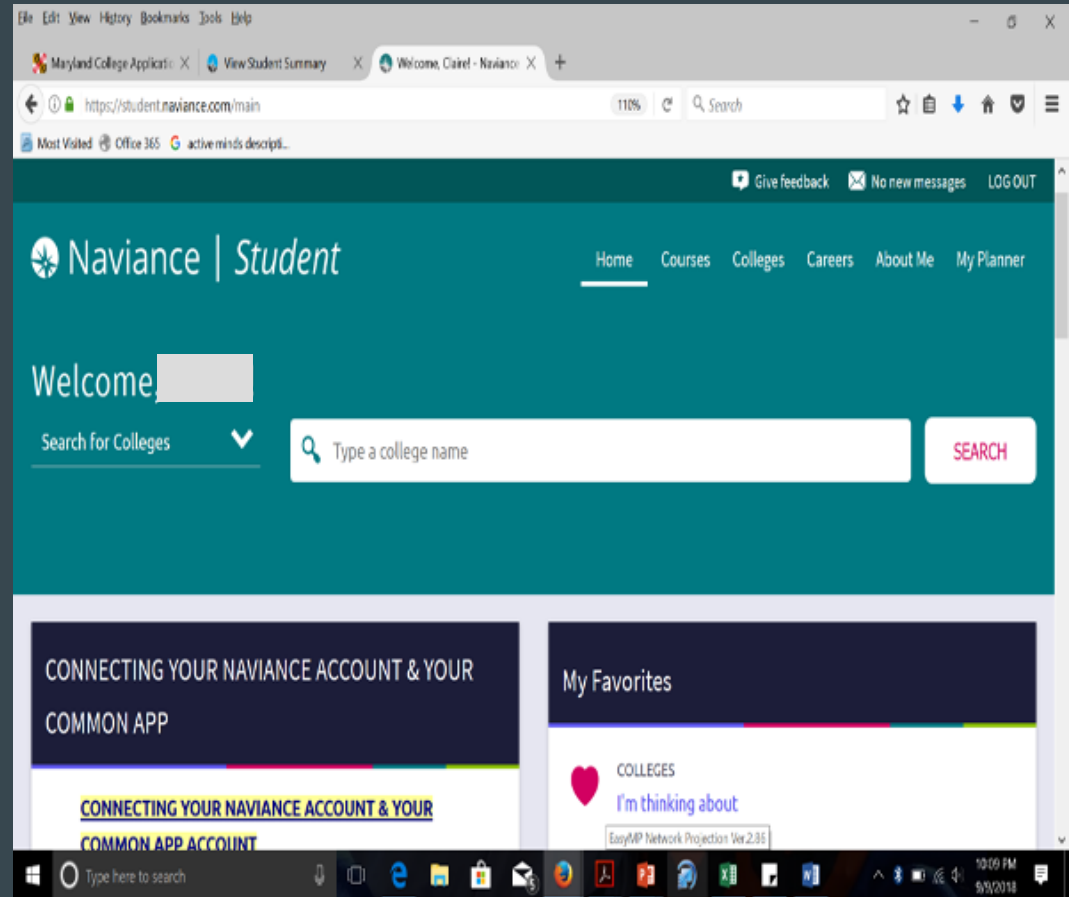
Regular Admission

Apply by regular deadline (i.e. Jan 15) and receive responses ~April 1

What Portion of the Process Goes Through MRHS?

From MRHS:

- Transcripts
- Teacher/Counselor Recommendations
- Sending School Reports



USE YOUR APPLICATION CHECKLIST!

- Once your list of prospective colleges is set, refer to your HCPSS Application Checklist
- The Application Checklist can be found on the MRHS [website](#), as well as on Canvas under Student Resources > Student Services > High School Forms

What's a TRANSCRIPT?

A transcript is an official copy of a student's academic record.

Contents of the transcript:

- Course titles from 9th-11th grade
- Final grade earned for each course
- Senior courses in progress
- Weighted AND Unweighted GPA

Standardized test scores (SAT, PSAT, ACT, or AP scores) are **NOT** included.

REVIEW YOUR PERSONAL TRANSCRIPT FOR ACCURACY!

Where can I find the Transcript Request Form?

- MRHS website > Student Services
- AND
- Canvas: MRHS Student Resources > Student Services Community > High School Forms

TRANSCRIPT/STUDENT RECORDS REQUEST

Student Name: _____ Date of Birth: _____
 Phone Number: _____ Counselor: _____
 E-Mail Address: _____ Graduation Year: _____
 Teacher(s) Writing Your Letters of Recommendation: _____

College/University, Armed Forces, Scholarship, Employer, Trade/Technical School, NCAA, Internship Program, Other (List below)	City in which College is Located	Application Deadline Date	Application Deadline Type* (EA, ED, Priority, Regular, Rolling, etc.)	Are you using the Common App? (Y or N)	Are you using the Coalition App? (Y or N)	Do you need a Counselor Letter of Recommendation (Y or N)	For OFFICE USE Only
							Electronic Submission or Mailed Date
Date of Request:							

- Students may submit multiple forms, as your list of institutions solidifies

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts, including mid-year reports and other student records can be released to a third party.
 I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my student.

Signature of Parent/Guardian: _____ Date: _____

Student Signature: _____ Date: _____

Fees: Current Students: first 3 transcripts: nocost; additional transcripts (4+): \$2each, payable at the time of request.

HCPSS is not charging for transcripts during the COVID school closure

Please allow 20 school days to process transcript requests.

Click to close this tab; Option-click to close all tabs except this one

Quick Links

MORE SEARCH OPTIONS

SuperMatch®

MY COLLEGES

Colleges match

Colleges Visits

COLLEGE RESEARCH

College resources

Acceptance history

College match

College Compare

Colleges I'm thinking about

Search for colleges

Compare Me

* = extended period available

College	Delivery type	Added By	Application Deadlines	Interest
Bucknell University	CA	Student	Multiple Deadlines	Medium
Lafayette College	CA	Student	Multiple Deadlines	High
Lehigh University	CA	Student	Multiple Deadlines	High
University of Maryland, College Park		Student	Multiple Deadlines	High
University of Pennsylvania	CA	Student	Multiple Deadlines	High

File Edit View History Bookmarks Tools Help

Maryland College Applicatio View Student Summary View Student Summary Colleges I'm thinking about

https://student.naviance.com/colleges/application/considering 110% Search

Most Visited Office 365 active minds descripti...

MY COLLEGES

Colleges Visits




COLLEGE RESEARCH

College resources

Acceptance history

College Compare

Enrichment Programs

College	type	Added By	Application Deadlines	Interest
University of California, Berkeley		Student	Regular Decision 30 November	High MORE
University of California, Davis		ent	Regular Decision 30 November	Low MORE
Colorado State University		ent	Early Action 1 December	Low MORE

Type here to search

10:41 AM 9/10/2018

DO MY SCHOOLS ACCEPT ELECTRONIC SUBMISSIONS?

GO TO:

-Colleges I'm Thinking about

OR

-College/University Page

-Admissions tab, scroll to the bottom of page to Application info

-Under Important Policies

Transcript Form Submission:

- Email completed transcript form to Ms. Deison (joni_deison@hcpss.org)
 - Use the Subject Line: “NEW TRANSCRIPT REQUEST”
 - 20 SCHOOL DAYS PRIOR to college deadline (refer to **Transcript Request Due Dates** on the next slide)
- Official school transcripts will be sent by counselors electronically via Naviance, unless otherwise directed
- No transcript fee this year!

DEADLINES!!


THIS DUE DATE FORM CAN ALSO BE FOUND ON THE [MRHS WEBSITE](#)

<u>College Deadline</u>	<u>Last date student can turn in requests</u>
October 15, 2020	September 17, 2020
November 1, 2020	October 5, 2020
November 15, 2020	October 19, 2020
December 1, 2020	November 3, 2020
December 15, 2020	November 17, 2020
*January 1, 2021	*November 23, 2020
January 15, 2021	December 10, 2020
February 1, 2021	January 3, 2021
February 15, 2021	January 18, 2021
March 1, 2021	February 1, 2021
April 1, 2021	March 4, 2021
May 1, 2021	March 26, 2021

HCPSS requires 20 SCHOOL days to meet application deadlines!

Waiver of Rights

to Access Letters or Recommendation



20-21 Waiver Of Right To Access School Counselor/Teacher Letters Of Recommendation

By completing this form, you are verifying that this has been completed with your parent/guardian(s) approval.

Colleges and universities prefer that teacher evaluations and recommendations are confidential. Colleges generally believe that recommendations written with this understanding are more candid and honest. Therefore, those recommendations have more validity and carry more weight in the admission process than recommendations that parents and students can access.

[Waiver of Rights Form can be found here](#)

After the Transcript Form and Waiver have been submitted...

- If you are using Common App for any of your schools, log into the Common Application website
 - Add the colleges from the Transcript Request Form
 - Complete the FERPA (Family Educational Rights and Privacy Act) waiver of the Common Application, which gives permission for information about the student to be shared between institutions

MATCHING NAVIANCE TO COMMON APPLICATION!



- If you have **ONE** (or more) Common App. Schools, you **MUST**:
 - Electronically sign the Common App **FERPA Waiver**
 - Link Naviance to Common App: "Colleges" > "Colleges I'm Applying To" > "MATCH ACCOUNTS"
- **We cannot send your transcript until this step is completed!**
 - If you are **NOT** using **COMMON APP** at all, you do not need to do this.

Video Tutorial for Naviance Matching

CONNECTING YOUR NAVIANCE ACCOUNT & YOUR COMMON APP

CONNECTING YOUR NAVIANCE ACCOUNT & YOUR COMMON APP ACCOUNT

Please take the time to watch the video! It walks you through each step!

[https://vod-progressive.akamaized.net/exp=1600103772~acl=%2A%2F413194123.mp4%2A~hmac=98e0e1859f2e1e11d2bfbeb86550d61ea3b29bb4a001ee5396ef1985071f322e/vimeo-prod-skyfire-std-us/01/527/4/102639828](https://vod-progressive.akamaized.net/exp=1600103772~acl=%2A%2F413194123.mp4%2A~hmac=98e0e1859f2e1e11d2bfbeb86550d61ea3b29bb4a001ee5396ef1985071f322e/vimeo-prod-skyfire-std-us/01/527/4/102639828/413194123.mp4?filename=Common+App+Matching.mp4)

Read more

My Favorites

COLLEGES
I'm thinking about

COLLEGES
I'm applying to

COURSES
I'm thinking about

CAREERS AND CLUSTERS
I'm thinking about

Important To-Dos and Tasks

What's New

[Video tutorial](https://vod-progressive.akamaized.net/exp=1600103772~acl=%2A%2F413194123.mp4%2A~hmac=98e0e1859f2e1e11d2bfbeb86550d61ea3b29bb4a001ee5396ef1985071f322e/vimeo-prod-skyfire-std-us/01/527/4/102639828/413194123.mp4?filename=Common+App+Matching.mp4) on how to match accounts: <https://vod-progressive.akamaized.net/exp=1600103772~acl=%2A%2F413194123.mp4%2A~hmac=98e0e1859f2e1e11d2bfbeb86550d61ea3b29bb4a001ee5396ef1985071f322e/vimeo-prod-skyfire-std-us/01/527/4/102639828/413194123.mp4?filename=Common+App+Matching.mp4>

Common App.



- Some colleges participate with Common App, rather than Coalition
- NO NEED to invite teachers/counselors through the Common App website for recommendations

Coalition Applications



- Some colleges participate with Coalition, rather than Common App
- NO NEED to invite teachers/counselors through the Coalition website
- Coalition does NOT need to be matched with Naviance

TEACHER LETTER OF RECOMMENDATION

- **Multi-step process**
 1. Verbal request
 2. Email Teacher Rec. Request Form to teacher(s)
 3. Invite teacher through Naviance
(WAIT 2-3 SCHOOL DAYS AFTER SUBMITTING YOUR TRANSCRIPT FORM TO MS. DEISON)
- **Know how many letters a college/university will accept**
- Teachers require notice 20 school days prior to application deadline

TEACHER REC. REQUEST FORM




Teacher Recommendation Request Form

Date Received from Student _____

Student Name: _____

Teacher Name: _____

Name of College/University	Application Deadline Date	Do you need the letter mailed? (Write Y if your college has a stamp icon in Naviance) 	Are you using the Common Application? (Y or N)	For Teacher Use: Date Letter Sent

Teachers: Don't forget to complete Teacher Common Application Form prior to letter being submitted.

Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I have completed the Waiver of Right to Access Teacher Letters of Recommendation Form and have waived my rights not waived my rights to examine a copy of the letter. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: _____ Date: ____/____/____

Student Signature: _____ Date: ____/____/____

Note for teachers: If a student requests additional recommendations from colleges not on this list, they must provide you with another Teacher Recommendation Request Form with appropriate signatures.
5.20 HCPSS Office of School Counseling and Related Services.NH

INVITE TEACHERS ON NAVIANCE

WHEN?

AFTER YOU SUBMIT YOUR TRANSCRIPT REQUEST FORM TO MS. DEISON & SEE COLLEGE LISTED UNDER “COLLEGES I’M APPLYING TO”

PROCESS IN NAVIANCE:

- Colleges Tab, Letters of Recommendation
- **Add Request button**, **select teacher**, **select schools**, **write a personal note** and **submit**.
- TEACHERS WILL **NOT** BE ABLE TO SEE YOUR SURVEY, RESUME, OR PARENT QUESTIONNAIRE UNTIL YOU DO THIS!

***** Be sure to thank your teachers for the time and effort invested! *****

COLLEGES TAB

File Edit View History Bookmarks Tools Help

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Apply to Colleges

- COLLEGES
I'm applying to
- Letters of Recommendation
- College Events
- Manage Transcripts
- Test scores

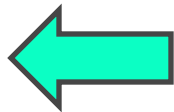
Show less

Scholarships and Money

- SCHOLARSHIPS
I'm Applying To
- Scholarship List
- Scholarship Match
- National Scholarship Search

Show less

https://student.naviance.com/colleges/transcripts



LETTERS OF RECOMMENDATION request

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Naviance | Student HOME Courses Colleges Careers About Me My Planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

[Add Request](#)

Recommendation For ▾	Deadline ▾	Recommender(s)	Status ⓘ	Cancel Request
 <p>Your recommendation requests will show up here.</p> <p>Add Request</p>				

Marriotts Ridge High School
2632 Wynfield Rd

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Family Connection LOR Request UI: 1.5.1

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LETTERS OF RECOMMENDATION request

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https://static.naviance.com/family-connection/edocs/letters-of-recommendation/#/add-request 90% Search

Most Visited Office 365 active minds descripti...

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel Submit Request

1. Who would you like to write this recommendation?*

Select A Teacher

2. Select which colleges this request is for:*

Choose specific colleges from your *Colleges I'm Applying To* list
Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.

All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Type here to search

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Questions about Recommenders:

- It is common for schools to request 2 letters of recommendation from teachers. We advise one teacher be someone who taught you in a “Core” subject, such as English, Math, Science, or Social Studies. Your second letter can be from any other subject.
- A **teacher** letter of recommendation should be from someone who knew you in an academic classroom setting and had you as a student.
- If your school requires a **school counselor** letter of recommendation, you will indicate this on your Transcript Request Form. We will write one for each student who indicates they need one on the Transcript Request Form--which is also due **20 school days prior to the application deadline**.
- Read your applications carefully. If they only want a certain number of letters of recommendation, abide by these directions.
- Some schools will accept supplemental letters of recommendations and materials (ex. From coaches, employers, etc.). In these cases you can submit additional letters if you would like, but it is not required.

ADDITIONAL FORMS:

- Some colleges may have additional Teacher or Counselor Evaluation Forms...
- We do not need this form
- Teachers and counselors will send this form (and the recommendation) **ELECTRONICALLY**, or by mail, when specifically directed.

What if my recommender does NOT work at MRHS?

- **ARL teachers – Have Naviance access to upload your recommendation letters**
- **Coaches/Mentors/Employers – Without Naviance access, students will need to contact each institution to determine where these recommenders should send their letters**
- **EMAIL REC. REQUEST FORMS TO TEACHERS**

Remember to...

1. Update your personal email address in Naviance
2. Review unofficial transcript for accuracy of course titles and grades
3. Submit the Transcript Request Form & Waiver Form
4. Complete each step of the Letter of Rec. process
5. Request SAT/ACT scores be sent directly from College Board or the ACT to your list of colleges
6. Continue to work on your applications/essays



SENIOR GRADES COUNT!

- COLLEGES/UNIVERSITIES WILL RECEIVE MID-YEAR GRADE REPORT
- 1ST QUARTER, 2ND QUARTER, AND FINAL EXAM GRADES WILL BE ON YOUR MID-YEAR REPORT.
- **FEBRUARY:**
We will automatically send mid-year reports to ALL colleges/universities that you've listed on past Transcript Request Forms.

WHAT HAPPENS NEXT?

- **We will submit your transcripts and letters by the college deadline date, if you've provided prior notice of 20 school days**
- Your colleges/universities will upload and review your materials according to **THEIR** schedule.
- It may take a few **WEEKS** for colleges/universities to match your materials with your application.
- **CALL your admissions office and confirm receipt if you have concerns**

VIRTUAL COLLEGE INFO. SESSIONS

COLLEGE INFORMATION SESSIONS – This year, HCPSS will be coordinating college representative visits virtually.

- If the institution you are interested in is not listed, please add the college name under “Other.”
- Make sure to check the email you provide regularly for updates!

Use this link to sign up for virtual meetings with college representatives!

What Portion of the Process is Completed From Home?

- Finalize College List
- Complete College Applications Online
- Write/Polish Essays
- Send Test Scores to Colleges
- NCAA – Ms. Deison (Eligibility for D1/D2 Sports)
- FAFSA/CSS/Financial Aid Research - Naviance

MRHS: College Essay Support

What: Mini-writing conferences with Mr. Miller or Mrs. Cutler for support in writing the college essay

When: Tuesday or Thursdays

- 3:30-4:30 (**15 min. conferences**)
- Starting on September 22 through October 29

How: Via Google Meet with Mr. Miller or Mrs. Cutler

Sign up using the [link](#) for a conference time. To ensure that ALL students have an opportunity for extra support, please sign up for only one time slot for now.

Please come to your conference prepared with the following:

- Essay prompt
- A draft (if possible) or ideas
- Any questions or specific areas that you need help with

Conference sign up sheet link:

https://docs.google.com/spreadsheets/d/1etae_3e_I0vlw71QHYSmCofjz5_rJ4r_wqEED9CBaZ7o/edit?usp=sharing

FINAL NOTES...

- Unofficial transcript
 - Found in Synergy > More Options > Report Cards > Unofficial Transcript 2020-21
 - Review with a parent/guardian for accuracy
 - See your counselor if anything is missing or incorrect
- Weighted/Unweighted GPA
 - Calculated based on 9th-11th grade courses
 - HCPSS NO longer RANKS students!
- **Don't forget...** STUDENTS must send ACT/SAT scores directly to the colleges from College Board or the ACT

FAFSA Application Opens: Oct. 1st

- **Free Application for Federal Student Aid -**
<https://fafsa.ed.gov/>
- 1. HCC's Financial Aid Office offers support with FAFSA completion, EVEN if student is not applying to HCC
(<https://www.howardcc.edu/admissions-aid/pay-for-college/financial-aid/>)
- 2. All families are encouraged to file, even if you do not think you will qualify, as some scholarships require an application on file for consideration
- **CSS Profile** <http://css.collegeboard.org/>

SAT/ACT 2020 FAQs

SAT[®] ACT[®]

Q: What does “Test Optional Mean” ?

A: For this upcoming year, many colleges and universities are “Test Optional” meaning that they do not require applicants to submit their test scores as part of their admissions process. Schools understand that students did not have the same opportunities to test due to the Covid-shut down.

Look on a school’s website and application to confirm if they are Test Optional, or not.

Q: I took the SAT or ACT, should I send my scores?

A: If you scored within the average range for a school’s acceptance, we encourage you to send your scores.

You can also reach out to admissions representatives at specific schools for specific suggestions and assistance!

Q: I did not get to test yet; should I still try to register?

A: If your PSAT scores indicate that you’d likely test within the average range of your target school, trying to register for an upcoming test is reasonable.

At the same time, colleges understand that tests have been canceled and registering for tests has been a challenge.

If you apply without test scores, remember that the other aspects of your application may become even more important, such as your essays and letters of recommendation.

CLASS OF 2021!

YOUR COUNSELORS ARE HERE TO SUPPORT YOU!

Questions?



*** PLEASE CHECK YOUR TRANSCRIPT IN SYNERGY FOR ACCURACY***