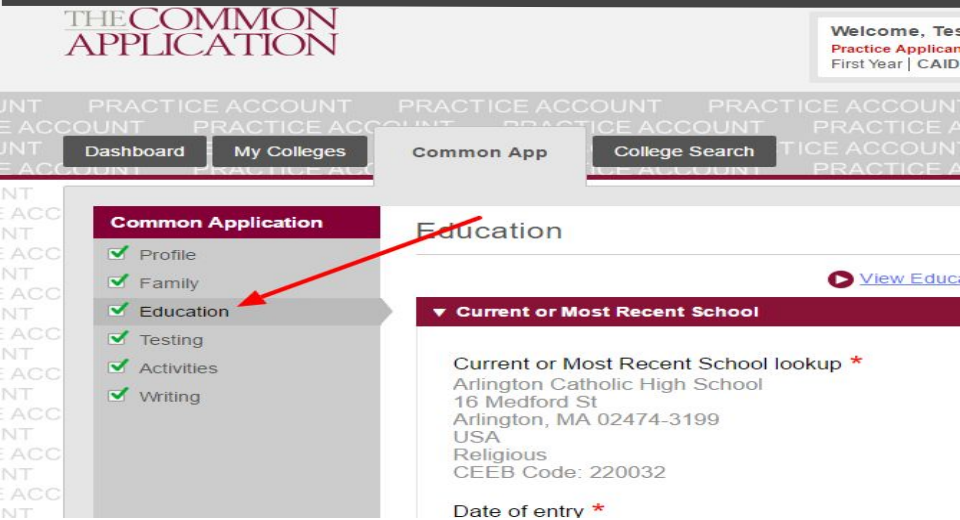
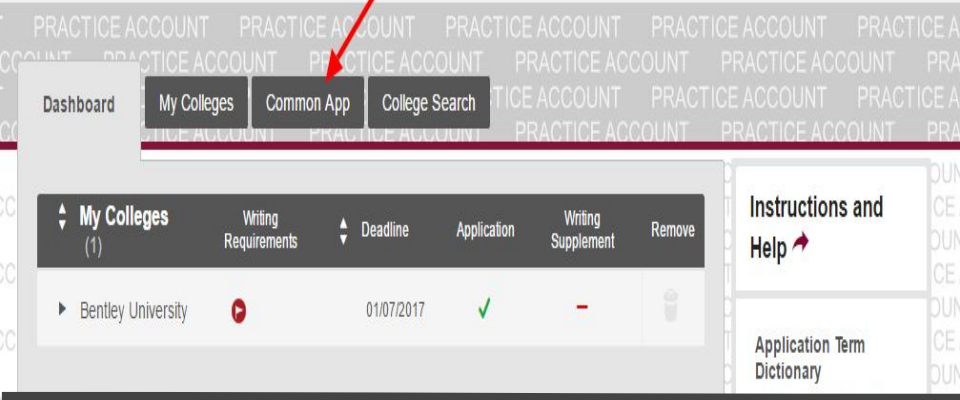


ACHS Guidance Presentation for Seniors

Your guide to Naviance, The Common App, and Letters of Recommendation

Naviance/Common App Matching

Before teachers and guidance counselors can submit a form/letter electronically to a Common App College via Naviance, students must complete the COMMON APPLICATION ACCOUNT MATCHING process in Family Connection



The Matching Process

1. Open up your Common App on www.commonapp.org
 - a. Click the “Common App” Tab
 - b. Click on “Education” tab in grey box on left hand side.

Here you will add your current school information:

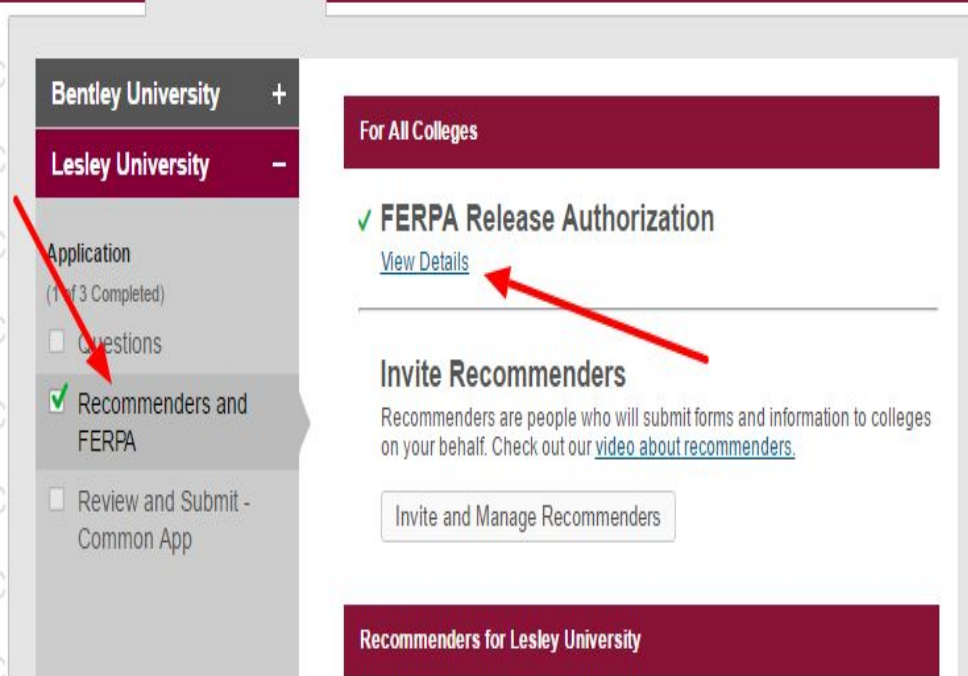
Arlington Catholic High School
 16 Medford St
 Arlington, MA 02474

2. — Click “Current School Look Up”
3. Click “Find School” and add “Arlington Catholic”

Welcome, Test Student!

Practice Applicant [Usage Tips](#)

First Year | CAID 16635486



1. Click on “My Colleges” tab
2. Click “Recommendations and FERPA” tab in the grey.
 - a. Under “FERPA Release Authorization” click “Release Authorization”

What is FERPA, and Why am I waiving my rights??

- FERPA is the Family Educational Rights and Privacy Act. It entitles students to review letters of recommendation and accompanying forms AFTER you enroll at a postsecondary institution only if that institution saves the documents post-enrollment. FERPA does not give you the right to see your recommendations before they are sent to college.
- **WAIVING YOUR RIGHT-** If you waive your right this lets colleges know that you do not intend to read your recommendation, which helps reassure colleges that the letters are candid and truthful.
- **NOT WAIVING YOUR RIGHT-** After matriculating, you will have access to the recommendation form and all other recommendations and supporting documents submitted by you on your behalf, only if institutions save the recommendations.

Arlington Catholic High School Logged in as: Test Student AC (log out)

family connection NAVIANCE

home colleges careers about me my planner

my colleges

- colleges I'm thinking about
- colleges I'm applying to

pages

No custom pages or links are available at this time.

what's new

- Bryant College will be visiting your school on Friday, September 16th at 9:45 am [more info / register](#)
- Hobart and William Smith Colleges will be visiting your school on Wednesday, September 14th at 1:00 pm [more info / register](#)
- Iona College will be visiting your school on Wednesday, September 14th at 11:30 am [more info / register](#)

[more since last visit](#)

Welcome to Naviance

Sign into your Naviance account

<http://connection.naviance.com/arlingtonachs>

1. Click on “Colleges”
2. Click on “Colleges I am Applying To”
3. Enter the same email you use for COMMON APP.

Letters of recommendation

Most colleges require letters of recommendation to be submitted with your application. Please visit the [letters of recommendation section](#), accessible from the main colleges page, for more information.

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address: Date of Birth:

Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

WARNING:

- If you do not enter the correct Common App username and DOB, you will delay the processing of your app.
- Once matched, you will not be able to change your FERPA answer.

MATCHING MUST BE
COMPLETED BY...

Monday September 18, 2017!!!



search for colleges:

MORE SEARCH OPTIONS >>

resources

[test scores](#)

my colleges

[colleges I'm thinking about](#)
[colleges I'm applying to](#)
[letters of recommendation](#)

Upcoming college visits

- 09/13/16 Mass College of Pharmacy
- 09/13/16 Wagner College [details >](#)
- 09/14/16 Plymouth State University

[view all upcoming college visits](#)

college research

[SuperMatch™ college search](#)
[college resources](#)

Requesting LETTERS OF RECOMMENDATION (LOR)

1. Click on “Colleges” tab
2. Click on “Letters of Recommendation”
3. Click “Colleges I am Applying To”
4. Click on the blue “Add Request” button, choosing 1 teacher at a time.
5. Select a teacher in the drop down box
 - a. Write a note (professional) asking them to write the LOR
6. Click the Save Button which will return you to the recommendation page
7. Follow same steps for the second request.

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

2. Select which colleges this request is for:*

All	Colleges -	Due -
<input type="checkbox"/>	Assumption College 1 required / 2 allowed / 0 requested	Nov 01 2016

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



3000 characters remaining

IMPORTANT:

- You will need to put at least one college into the “Colleges I am Applying To” list before sending a LOR request.
- You DO NOT need to send recommendation requests to Guidance. (We automatically write them)

In order to request your transcript and guidance letter of recommendation to be sent to the colleges to which you are applying, you must complete a Transcript Request Card (pictured on previous slide) in the Guidance Office with Mrs. Lally. Your transcript requests and LOR's requests should be submitted by the following dates....

- Colleges with October 15th deadlines-----> requests submitted by September 15
- Colleges with November deadlines-----> requests by October 2
- Colleges with December deadlines-----> requests by November 1
- Colleges with January deadlines-----> requests by December 1

For colleges with a Rolling Admission, please submit requests 1 month in advance.

*Be sure to check for any hard deadlines for schools with Rolling Admissions.

Transcript/Letters of Recommendation Deadlines for College Applications

COLLEGES I AM APPLYING TO -- TRANSCRIPT REQUEST FORM -- 2016-2017

NAME: _____ COUNSELOR: _____

Teacher(s) Writing Recommendations: _____

Date Submitted to Guidance	Application Due Date	Application Type (circle one)	COLLEGE/UNIVERSITY NAME	For Office Use Only	
				Common Application (circle one)	Date Submitted Naviance/ Mail
		EA ED REG ROLLING		YES NO	
		EA ED REG ROLLING		YES NO	
		EA ED REG ROLLING		YES NO	
		EA ED REG ROLLING		YES NO	
		EA ED REG ROLLING		YES NO	

Note: All dates are Eastern Time

• Counselor


Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

PDF Forms

- [School Report](#) 
- [Counselor Recommendation](#) 
- [Optional Report](#) 
- [Mid Year Report](#) 
- [Final Report](#) 

THE COMMON
APPLICATION

• Teacher

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [PDF Form](#) 

Required: 1 Optional: 2 Total: 3

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Family Member
- Peer
- Other

Required: 0 Optional: 2 Total: 2



Requesting extra LETTERS OF RECOMMENDATION

- Common App allows you to request recommendations outside of Arlington Catholic.
- Teachers and Guidance will send recommendations through Naviance, but some of you may want a coach, employer, or other person to write you a recommendation.
- In this section of the Common App, the school will direct you as to who they will accept a letter from, and how many are optional.

Dashboard | My Colleges | Common App | College Search | Financial Aid Resources

My Colleges Requirements

My Colleges (2)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
Boston College	▶ ▶ ▶	—	●	●	🗑️
Clark University	▶ ▶	01/15/2018	●	—	🗑️

THE COMMON APPLICATION

Common App Essay and College Essay

Dashboard | My Colleges | Common App | College Search | Financial Aid Resources

My Colleges Requirements

My Colleges (2)	Writing Requirements	Deadline	Application	Writing Supplement	Remove
Boston College	▶ ▶ ▶	—	●	●	🗑️

Status | Writing Requirements

[Common App Personal Essay](#)

▶ Required

[College Questions](#)

▶ 1 Optional Question

[Writing Supplement](#)

▶ Additional Details

THE COMMON APPLICATION

- All colleges on the Common App will require a Common App Personal Essay.
 - *You can write ONE and apply that to your Common App.*
- Certain Colleges (like BC) will ask you for an additional essay with their own prompts.
- Go to your “Dashboard” to get more information about the essays

2017/2018 SAT/ ACT National Testing Dates



SAT

Reg. Deadline

- October 7, 2017 → September 8
- November 4, 2017 → October 5
- December 2, 2017 → November 2
- March 10, 2018* → February 9
- May 7, 2018 → April 6
- June 2, 2018 → May 3

* All test dates include a subject test
EXCEPT March 10, 2017

ACT

Registration Deadline

- | | | |
|-------------------|---|--------------|
| October 28, 2017 | → | September 22 |
| December 9, 2017 | → | November 3 |
| February 10, 2018 | → | January 12 |
| April 14, 2018 | → | March 9 |
| June 9, 2018 | → | May 4 |

TOEFL (Test of English as a Foreign Language)

www.ets.org/toefl



- The TOEFL iBT test measures your ability to use and understand English at the university level. And it evaluates how well you combine your listening, reading, speaking and writing skills to perform academic tasks.
- Sign up dates, registration, and test prep information can be found at.....
 - www.ets.org/toefl

* It is highly recommended that if you came from another country to go to High School in the United States, you take the TOEFL the summer going into your Senior Year.

International Students



- Along with the TOEFL, a majority of the colleges you apply to will require documentation in addition to your Common App or other College applications.
- You will be required to submit a “Declaration of Finances” or “Certificate of Finances”
 - *You will have to go to the school’s website to obtain their form*
 - *Some colleges require the form with the application while others will request it after your acceptance.*
- You may also be required to submit a letter from your parents’ bank confirming that they belong to the bank they are declaring on the financial forms.
- Colleges may also require additional documentation such as copy of student visa, and passport.
 - *This will vary from college to college. Look on the school website or as your guidance counselor.*

Special Applications



If you choose to use a special application from a college (Ex: Dean's Application, Express Application, ETC.), you need to inform your counselor because many of these applications prevent the school from submitting materials via NAVIANCE. Therefore, your admissions materials would have to be mailed to the colleges.

General Reminders

- Make sure you have submitted your brag sheets to Guidance and Teachers writing LOR.
- Inform those writing LOR's about deadlines especially if you are applying Early Decision or Early Action.
- All students are responsible for submitting your SAT/ACT scores to the colleges you are applying to
- **AGAIN...YOU ARE RESPONSIBLE FOR SUBMITTING YOUR SCORE** through www.collegeboard.org and www.act.org
- Double check testing requirements for each college (SAT subject tests)
- You may need to report AC's CEEB code on college forms. Code is 220032

Follow Guidance on Social Media

- Follow us for updates on test dates, reminders, deadlines, college application questions, and everything guidance



@ACguidance



@ACHSGuidance



Google
Classroom

ACHS Guidance

Class Code: **52jmem**