

## **Responsibility Guidelines for Private College and/or Common Application**

### **Individual Responsibilities/The students will:**

- Be responsible for all deadlines and specific requirements of each individual college
- Tell counselor, teacher(s), and Ignaitis/Yeager if deadline is different from what is listed on Naviance
- Add all colleges to your “Colleges I’m Applying To” list on Naviance
- Add all colleges to your Common Application (if applicable)
- Sign and submit the electronic FERPA Waiver on Common Application (if applicable)

**NOTE: If you do not waive your rights, some teachers and your counselor will not write your Letter of Recommendation/Counselor Letter**

- Link Common Application to your Naviance account (if applicable)
- Sign and submit the electronic Common Application Early Decision agreement (if applicable)
- Provide self-addressed stamped envelopes and any specific forms for your teacher’s letters of recommendation (LOR) and your counselor’s School Report if college does not accept documents electronically
- Submit official test scores reported on applications directly from the test agency if required

### **The Guidance Department will:**

- Process application documents by the due date if an official request was submitted on time. Counselors documents are INDEPENDENT of the student's application.
  - Documents include initial transcripts, high school profile, SR letter of recommendation, and all other required school forms

### **Teacher Letter(s) of Recommendation (LOR)**

- If a teacher agrees to write a LOR, the teacher will sign the SR/LOR form electronically allowing the student to officially request their LOR on Naviance with their counselor.
- LOR written by a person outside of Sequoia goes through the mail, the Common Application, or a college link (they do not go through Naviance).
- Teachers will only submit their LOR after students complete the above steps. Teachers send their LOR independently of a student’s application on the due date in Naviance.

### **Midyear Report (MYR)—Midyear Grades**

- Common Application schools’ MYR are sent automatically
- The student must email counselor directly for non Common Application private colleges
- The student is responsible to contact his/her counselor and report any changes or information needed to update his/her application

### **Final Transcript**

- Students will request their final transcript through the Mandatory Senior Exit Survey in May on Naviance. They will be sent as soon as possible after graduation.

**\*PLEASE REMEMBER: The student’s application is sent INDEPENDENTLY from the school documents!**

If you are worried, send a polite reminder a few days before the due date to your teachers/counselor.


## Sending Test Scores and Transcripts to the Different Types of Colleges

(Subject to Change)

	<b>CSU</b>	<b>UC</b>	<b>Common Application (CA) or Private College that Requires School Report</b>	<b>Out of State of Public College (non CA)</b>
<b>ACT/ SAT*</b>	Not required	Not required	Send to each individual college if needed	Send to each individual college if needed
<b>Initial Transcript (9-11th) Sixth Semester</b>	Do not send when applying	Do not send when applying	Will be sent by counselor with School Report	**REQUEST on Naviance. Questions go to Counseling
<b>Midyear Transcript Seventh Semester</b>	IF requested by college, request on Naviance	RARELY REQUESTED See Ignaitis	Sent automatically by your counselor	**REQUEST on Naviance. Questions go to Counseling
<b>IB/AP Scores</b>	Do not send with application	Do not send with application	Do not send with application	Follow instructions from specific college
<b>Final Transcript</b>	Send only to school attending through Senior Exit Survey			

**\* If reporting ACT/SAT, check if college allows Self-Reporting until admitted.**

**\*\*There is a five school day turn around on each transcript request!**

<b>Upcoming Events for Seniors</b>	<b>Date</b>	<b>SIGN-UP HERE FOR WORKSHOPS:</b> <a href="https://calendly.com/seqccc">https://calendly.com/seqccc</a>
Meetings with Counselors	9/13-10/14	
Senior Financial Aid Night	10/20	
Cash for College	10/25 5-7pm 10/29 8:30am-11:30am	
How-To Videos to create FSA ID	Available on the website	
Application Workshops (CSU, UC, Common App and out of state public)	Sept, Oct and Nov during FLEX and before school, lunch and after school.	

**College and Career Center Workshops  
for students applying to Common App/UC Schools**

**DATES/TIMES**

Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Sept 6th</b> 12:15 pm			
	<b>Sept 13th</b> 7:45 am 12:15 pm 2:45 pm	<b>Sept 14th</b> 2:35pm		<b>Sept 16th</b> FLEX: Common App
<b>Sept 19th</b> 6:45 am 7:45 am 12:15 pm 2:45 pm 3:45 pm			<b>Sept 22nd</b> FLEX: Counselor Financial Aid Presentation  <b>Sept 29th</b> FLEX: FSA ID	<b>Sept 23rd</b> FLEX: Counselor Financial Aid Presentation  <b>Sept 30th</b> FLEX: UC App
			<b>Oct 6th</b> FLEX: Common App/UC App	<b>Oct 7th</b> FLEX: Common App/UC App
				<b>Oct 14th</b> FLEX: Common App/UC App
			<b>Oct 27th</b> FLEX: Common App/UC App	<b>Oct 28th</b> FLEX: Common App/UC App

*More before school, after school and lunch workshops will be announced at the end of September.*