Private College Application and Admissions Process

March 12, 2020 Canceled Presentation

Teresa Ignaitis, College Advisor / Guidance Department

Five Parts Together

What Colleges Fall Under This Required Process? It is not just Private Colleges!

Any college that require Sequoia High School to send documents beyond a transcript including

 Letters of Recommendation (LOR), Counselor Letter and/or School Report(SR), School Profile, and Mid-Year and Final Report

Types of Colleges Included

- Colleges Using The Common Application (includes both private and public schools) –
 IE: University of Michigan and University of Colorado, Boulder
- Individual Private and/or Out of State Colleges
- Free applications offered by a college

Students Need to Understand

• It is the student's responsibility to understand what documents are required for each school he/she is applying.

Role of Naviance and Sequoia's Staff in the Application Process

A student HAS TO WORK with Sequoia's Staff and Naviance website in order to complete The Common Application and any other private college application.

 Even if you are working with an independent counselor outside of our school

Students enter their Common App email into Naviance which links their Naviance account to The Common App

ALL REQUIRED College Application Documents are sent through Naviance

The Common Application

commonapp.org

What is the Common Application?

One basic application for multiple colleges.

Only list personal info, activities, personal statement, awards, etc., once.

Schools complete one document and goes to all

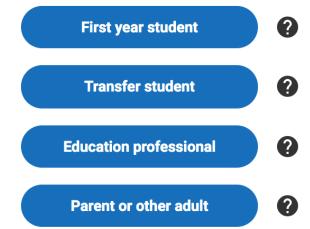
Can create now and transfer information after August 1st



Let's get started!

Welcome to the Common Application! Please tell us how you will use the system so we can prepare your account. If you are unsure, we encourage you to explore each option before you continue.

Already have an account? Go to the login page.



Do You Need to Use the Common Application (CA)?

YES If you are applying to a school that needs a letter of recommendation and/or a school report (counselor report)

NO If the only schools you are applying to on the Common Application do not need a letter of recommendation and/or school report

- EXAMPLE Student applies to UC, CSU and University of Oregon
- Other common colleges on CA that do not need documents sent by Sequoia Oregon St, Arizona St, University of Arizona

Recommendation

Between now and the first of September 1st create a college list.

If any of the schools on your list require a letter of recommendation and/or a counselor report and letter, prepared to go through the process addressed in this presentation.

Part II 1. Should I Apply Early?(ED, EA, REA) 2. FERPA

Junior Private/Common Application Presentation
Spring 2020

Should I Apply Early Action/Early Decision?

Early Decision

Early decision plans are **BINDING**.

Students can only apply early decision to one school- TOP CHOICE

If admitted, a student is bound to attend that institution.

You may apply to other colleges through the regular admission process. If you're accepted by your first-choice college early, you must withdraw all other applications.

Early Action

Early action plans are similar to early decision plans, but are NON BINDING

Students apply by the EA deadline- usually November or December, and receive a decision of admission, denial, or deferral in December or January

Under these plans students may apply early action to other colleges

Usually, you have until the late spring to let the college know your decision

Restricted Early Decision

Single-choice early action or restrictive early action

Candidates may not apply early (either early action or early decision) to any other college.

Students can still apply to other colleges under REGULAR DECISION

Students are not required to give their final answer to the restricted early application college until the Spring.

Restrictive Early Action or Regular Decision

TOPICS

Overview

Restrictive Early Action

Regular Decision

Withdrawal of Application Home » The Application Process » Restrictive Early Action or Regular Decision » Restrictive Early Action

Restrictive Early Action

Restrictive Early Action is a non-binding early application option for students who have completed a thorough college search and are confident Stanford is their first choice. Admission decisions are released by December 15, and admitted students have until May 1 to respond to their admission offer, which allows them to compare financial aid awards across institutions. To students who apply for financial aid, Stanford provides an estimated award at the time of admission. The application deadline for Restrictive Early Action is November 1.

3 Possible Restrictive Early Action Admission Decisions

- 1. Applicant is admitted and has until May 1 to respond to the admission offer.
- 2. Applicant is denied and may not reapply for Regular Decision admission in the same year.
- Applicant is deferred to Regular Decision and will receive a final decision by April
 1.

Stanford's philosophy is to make final decisions whenever possible. As a result, only a small percentage of Restrictive Early Action applicants are deferred.

Restrictive Early Action Policy

- » Applicants agree not to apply to any other private college/university under an Early Action, Restrictive Early Action, Early Decision or Early Notification program.
- » Applicants may apply to other colleges and universities under their Regular Decision option.

Should I Apply Under One of the Early Plans?

If you have already done all your college research and you know it is your top choice

If you feel your application shows you at your best without senior year

If you are not worried about paying for college (use the college's financial aid calculator to estimate what you will be paying)

Should I NOT Apply Early?

Not 100% sure you want to go there over every other college

You may want to keep your options open during senior year as you learn more about colleges and your own preferences.

Worried about paying the bill and want to weigh in all financial aid packages offers before deciding

A student who would benefit from showing success in your senior year coursework (Increase GPA)

A student who still wants to take ACT or SAT to improve your scores

If you feel you are rushing. The application pool is higher in ED, you need to present yourself in the best possible way to have a chance

Understand: Some colleges that deny you ED, do not DEFER you in to the Regular Decision pool of applicants

What is FERPA?: Family Ed. Rights and Privacy Act from Common Application Website

FERPA gives you the right to review confidential letters of recommendation under certain circumstances.

In the application you'll be asked if you want to waive this right. Why would you want to do that?

 Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.

Consequences For Not Signing FERPA

Some recommenders may refuse to write a letter for you unless you waive your rights.

- Check teachers to see if any of them follow such a policy.
- All SHS counselors will not write letter.

Some colleges will not read your Letters of Recommendation (LOR)

You only are allowed to see LOR for schools you were admitted

Sequoia STRONGLY RECOMMENDS that you waive your rights!

Part III:

Teacher Letter of Recommendation School Report (Counselor Report and Letter)

School documents that help colleges learn about the applicant is two very different ways

Junior Private/Common Application Presentation
Spring 2020

Teacher Letter of Recommendation

- A teacher should explain how the student makes an impact in the classroom, on their peers and how they react to challenges within the classroom
- The teacher should focus specifically on academics
- Subject-Specific; Teacher puts the lens on the student as a learner

When everything else is equal, why your student? How does this student stand out from the crowd?

Letters of Recommendation (LOR)

Who to ask? It can depend on -

- Your major
- What you want to highlight in your applications
- Class you made a significant impact in and the teacher can verify that impact in his/her letter
- When you are applying? (junior and/or senior)
- THE REQUIREMENTS/RECOMMENDATIONS OF THE COLLEGE

How many?

- Depends on the college
- Do NOT go over the limit they will not read all of them which means they may skip the one you really wanted them to read

STRONG ADVICE FROM TEACHERS

Your answers in the Teacher Letter of Recommendation (LOR) Survey on Naviance must be very specific and as complete as possible.

If you are using a junior teacher, complete the survey in June or before (if teacher has own deadline).

Where does the teacher get the information to write your LOR?

Classroom observations

Your actual assessments

Teacher LOR Survey on Naviance

Counselor School Report

A form completed by your counselor that puts a student in the context of his/her school usually includes *Counselor*Recommendation

- The counselor describes the student within the whole community
- All-Encompassing; Counselor summarizes the whole student

If the student looks like everyone else, why this student?

What Does it Mean When Colleges Look at You in the Context of Your School and Community?

College Admissions: Compared an applicant to other students at SHS

 Look at how an applicant used/took advantage of the resources available to him/her

How do colleges put the student in the context of your own school?

- School Profile
- School Report (Counselor Report and letter)
- LORs
- Application

EXAMPLE: SHS offers X # of IB Courses and Applicant is taking Y#

School Report: Where Does the Counselor Get the Information to Complete the School Report?

- A one on one meeting with student in September of Senior Year
- Counselor School Report Survey on Naviance can be completed in end of summer of Junior Year (Required)
- Updated Naviance Resume (Required)
- Personal Statement DRAFT uploaded as a survey on Naviance (Required)
- Transcript

Part IV: Standardized Tests, Parts of Common Application, Researching Colleges and Keeping Organized

Junior Applying to a Private/Common Application at Sequoia High School

Standardized Testing- Need to Check Policy for Each School

Super Score – use highest scores on a section from different sittings

- First time taking SATs: 1500 Critical Reading 700, Math 800
- Second time taking SATS: 1400 Critical Reading 750, Math 650
- Superscore SAT: 1550 Critical Reading 750, Math 800
 - Some schools are Superscoring ACT as well

Score Choice – Direct CollegeBoard to only send select scores. NOT recommended at most colleges

Test Optional – Do not have to send scores

Subject Tests – every school and major has different requirements

- Do they prefer SAT over ACT? most do not
- How much do they weigh test scores in their decision? Varies. Research individual schools

Example of Standardized Testing Information on a College's Website-NEED TO RESEARCH NOW!



Sending Test Scores (in packet)

IF you list a SAT and/or ACT test score on your application, YOU are responsible to send that score

Students need to send test scores to EVERY college they are applying

RESEARCH requirements and deadlines for each school

- Can you send your scores as a junior?
- Do you have to send in all of your exams?

You need to pay for each and you need to send by the deadline of the individual college your senior year

IB and AP Exams are REPORTED but not SENT during application process.

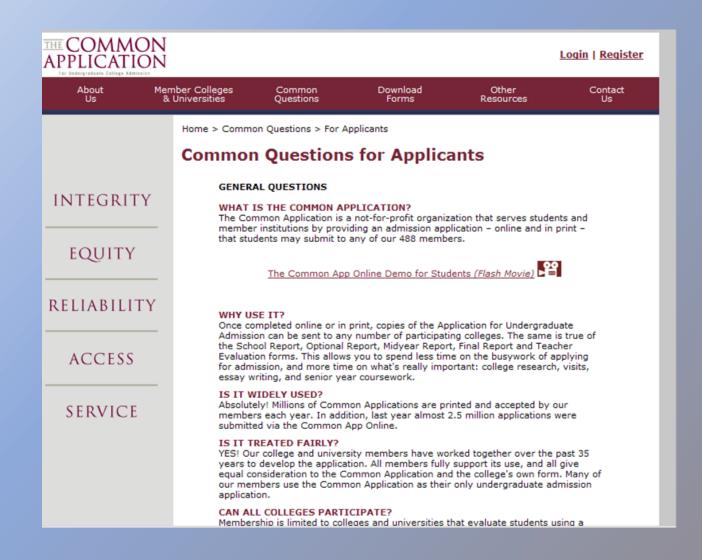
The Common Application

Reminder: What is the Common Application?

One basic application for multiple colleges.

Only list personal info, activities, personal statement, awards, etc., once.

Schools complete one document and goes to all



What are all the pieces of the Common Application sent to most Colleges? (non Private Colleges too)

Application (Including Supplemental Questions)

Completed & sent by student through CA (Not Naviance)

Letter of Recommendation (LOR)

• Requested **by student**. Completed and sent **by teachers** through Naviance

Official Transcripts

• Sent **by counselor** through Naviance

School Profile

• Sent **by counselor** through Naviance

School Report (SR)

• Requested **by student**. Completed & sent **by counselor** through Naviance

Mid Year Report (MYR) and Final Report (FR)

Automatically completed & sent by counselor through Naviance if student requested a SR

School Profile

Helps colleges understand our school policies and in turn helps them put a student in the context of our school

Ours is located on the SHS website under About and College and Career

It is updated each fall



Sequoia High School 2019-2020 School Profile

Established 1895 A California Distinguished High School

1201 Brewster Ave Redwood City, CA 94062 650-367-9780 FAX 650-368-5180 CEEB School Code: 052605 www.sequoiahs.org



Sequoia High School is a fully accredited comprehensive public high school with an enrollment of approximately 2040 students Our authorized International Baccalaureate program exceeds the international pass rate. We have been recognized as a Title I Academic Achievement Award School and a California Distinguished School. Sequoia received the maximum six-year accreditation during our last Western Association of Schools and Colleges (WASC) visit (2018 through 2024).

Sequoia operates on an A/B block schedule consisting of 100-minute period blocks and daily Zero and 7th periods of 50 minutes. We have a strong Learning Center that offers our students academic enrichment opportunities before and after school. We have four collaborative support programs on campus to help traditionally under-represented students successfully pursue higher education: AVID, BUILD, Boys & Girls Club

Student Demographics

Ethnic/Racial

Ltillio/Ttacial	
Race	Percentage
White	49 %
Latino	35 %
Asian	5.3 %
Two or More Races	5.2 %
American Indian Includes North and South America	2.1 %
African American	1.7 %
Pacific Islander	1.7 %

Other Information

Free or Reduced Lunch	48.6%
English Learners	18.3%
Undocumented (estimated)	12%

Note: Although our undocumented students are admitted into 4year universities, these students tend to go to a 2-year college

Graduation Credit Requirements

- Total of 220 Credits
- English 40
- Science 20
- Visual & Performing Art 10
- Physical Education 20
- Mathematics- 20 Social Studies – 35
- CTE/WL III & Above 10
- Life Skills- 2.5
- Electives 62.5

IB/AP/College/Honors Courses

- IB Math Studies SL AP Statistics
- AP/IB SL Calculus
- IB Math HI
- Multivariable Calculus (College*)
 IB French B Y4 & Y5 HL
- Linear Algebra (College*) IB World History Topics HL
- . IB History of the Americas HL
- IB English HL
- IB English SL (Health Acad only)
- IB Visual Arts HL
- IB Psychology SL

- · AS Chemistry (Honors) IB Physics SL
- IB Environmental Systems SL
- IB Biology HL
- . IB French B SL:
- (taught over one yr)
- IB Spanish B Y4 & Y5 HL
- IB Spanish B Y4 & Y5 SL:
- (taught over two years)
- IB Theory of Knowledge SL
- IB Business Management SL

*The CA Concurrent Enrollment system allows a community college professor to teach two Cañada College courses on our campus; Linear Algebra and Multivariable Calculus. One course is offered per semester. These courses are not included on students transcripts. They will receive credit from Cañada College.

Class of 2020 Grade Distribution

There are 476 students in the Class of 2020. Sequoia does not rank students. GPA distributions are based on a student's weighted cumulative GPA from 9th-11th grade.

GRADE SCALE: 100-90% A, 89-80% B, 79-70% C, 69-60% D We do not calculate pluses or minuses into our GPA

Weighted	# of	Unweighted	# of
GPA	Students	GPA	Students
4.20-4.46	45	4.0 -above	22
4.00-4.19	44	3.90-3.98	30
3.82-3.98	29	3.80-3.89	23
3.60-3.79	32	3.70-3.79	28
3.40-3.58	31	3.60-3.69	24
3.20-3.39	50	3.50-3.59	21
3.00-3.19	35	3.32-3.49	23
2.80-2.99	35	3.20-3.29	36
2.61-2.79	31	3.0-3.19	48
2.40-2.59	41	2.75-2.99	45
2.20-2.39	20	2.51-2.74	45
2.00-2.19	24	2.0-2.50	76
Below 2.0	59	Below 2.0	55

Transcript Help

-Our transcript includes an A-G GPA (weighted 10th-12th UC approved college prep coursework).

All honors courses receive a weighted grade point and have a "HP" designation on our transcripts.

-District policy does not allow college courses to be weighted. ICAP: International College Advancement Program is a 9th and

-AVID: (Advancement Via Individual Determination) - a college readiness program for first generation, under-represented students in the middle (offered in 9th-12th grades).

-BUILD: A nonprofit organization that teaches predominately Title 1 students about entrepreneurship.

-Cañada Upward Bound: Fed Trio Program for 1st Gen College-Bound. -CSF: California Scholarship Federation (CA State Honors Society). -CR: Credit: Student passed the course in lieu of a letter grade -NC: No Credit given -WFWP: Withdraw fail/pass

Post Secondary Plans-Class of 2019

4 Yr College	51%	Work	3%
2 Yr College	41%	Military	1.5%
Specialized Program	1.5%	Other	2%

What Type of Four Year College Attending

		•
CSU	29%	
UC	23%	
CA Private	11 %	
Out of State: Public	17 %	
Out of State: Private	18%	

Understanding GPA is Not Just a Number

What GPA does Sequoia High School turn in to private and Common Application schools?

- For October-January Application Due Dates: Weighted 9th-11th grades ALL Courses
- For Mid-Year Reports (MYR): "7th Semester Transcript" ALL Courses
 - Students will get their official GPA to be used on Common Application late September from their counselor. MYR
 are sent automatically by counselor end of January/1st week of February

Weighted or Unweighted, what is the difference?

• IB, AS, AP, Community College (transferable courses)

How do colleges calculate the GPA? Do they use our reported GPA or recalculate it?

- Each college varies. Research individual schools
- Do they use all four years of high school or do they start in the 10th grade?

Is it better to get an "A" in a mainstream class or a "B" in an IB class?

- It's better to get an "A" in an IB course 😊
- Rigor matters BUT need to find balance so you get highest grades in your classes

When All Things are Equal between Applicants, Supplements (Individual college essays/questions) become Really Important

Essay: The Why ____ College? Can make the difference!

It is very important to RESEARCH the school:

- Need to be able to discuss SPECIFIC things about college
- Can you have a five minute conversation about why you want to attend this school

Both Harvard and University of Chicago Admissions Stated "If you can switch out another college's name in this essay, it isn't specific enough"

KNOW THE SCHOOL:

- Why do you want to go to that school? Should be embedded in Application
- Does the school value what you value?
- When you speak to an admissions officer know about the school
- Not good to just say "Love Southern Hospitality" or "Love the weather"

Researching Colleges Deciding What Schools to Apply To

Understand Components of Deciding What Schools to Apply To: Match vs Fit

MATCH with College

- KNOW THE NUMBERS: GPA, Where do you Stand on Grade Distribution, SAT/ACT
 BUILD A SMART WISHLIST:
 - Likely: Meet minimum requirement and you are above the 50th percentile of admitted students
 - Core: You fall between 25th and 75th percentile of admitted
 - Reach: Any school with 30% acceptance rate or lower and you are below the 25th percentile

FIT with Student Needs

Size, Location, Net Price, Support Programs: social and academic, Diversity

How can Naviance help you as a Junior in this process?

College Tab:

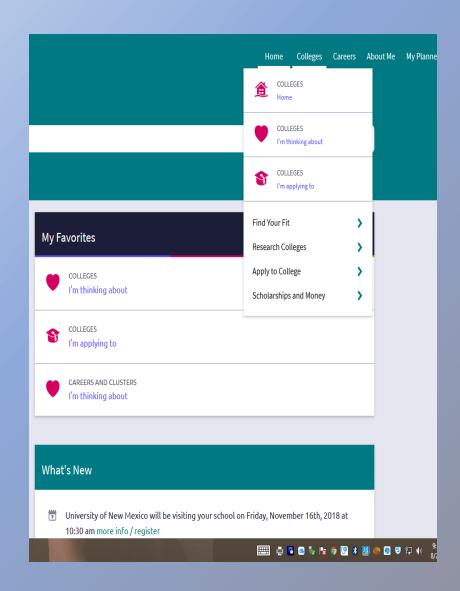
- Sign Up for College Visits
- Research Scholarships

Colleges I'm Thinking About Tab:

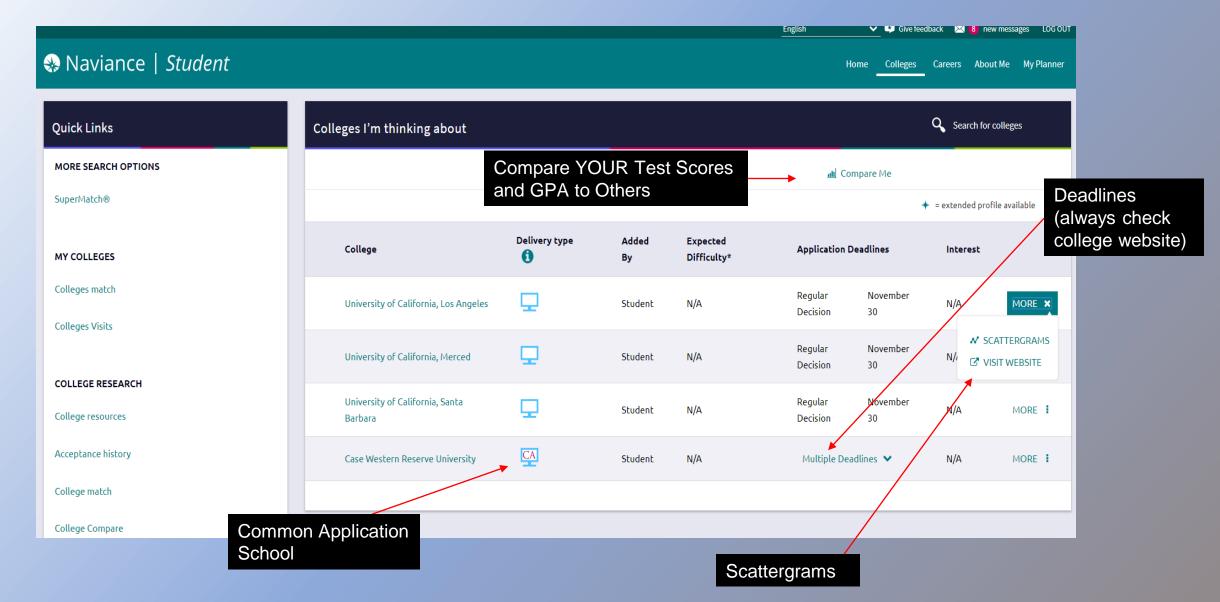
- Add new colleges
- Scattergrams and Website Info

About Me:

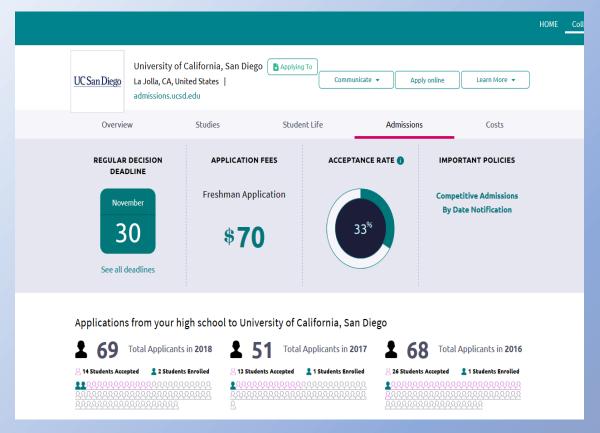
- Update Resume
- Complete Required Surveys: Counselor, LOR Surveys



Naviance: Colleges I'm Thinking About

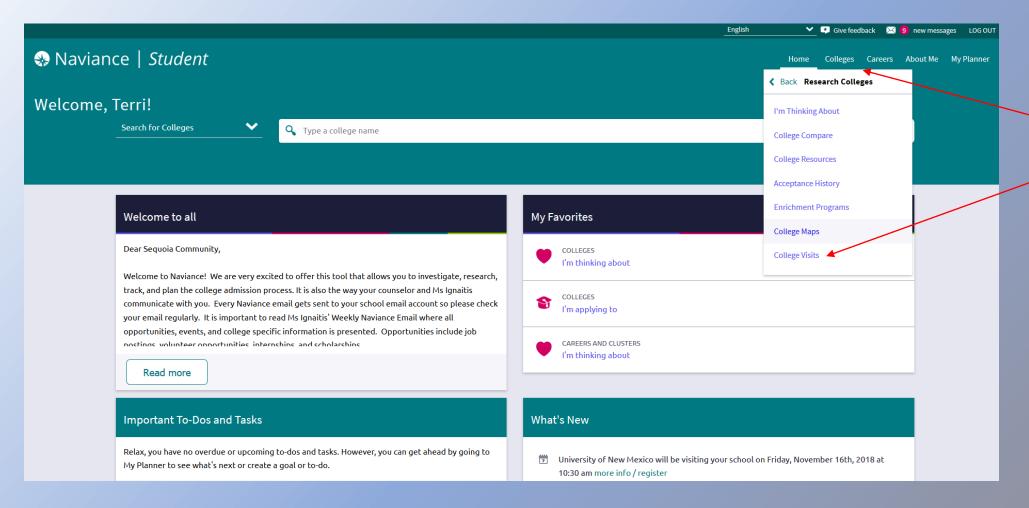


Scattergram Features





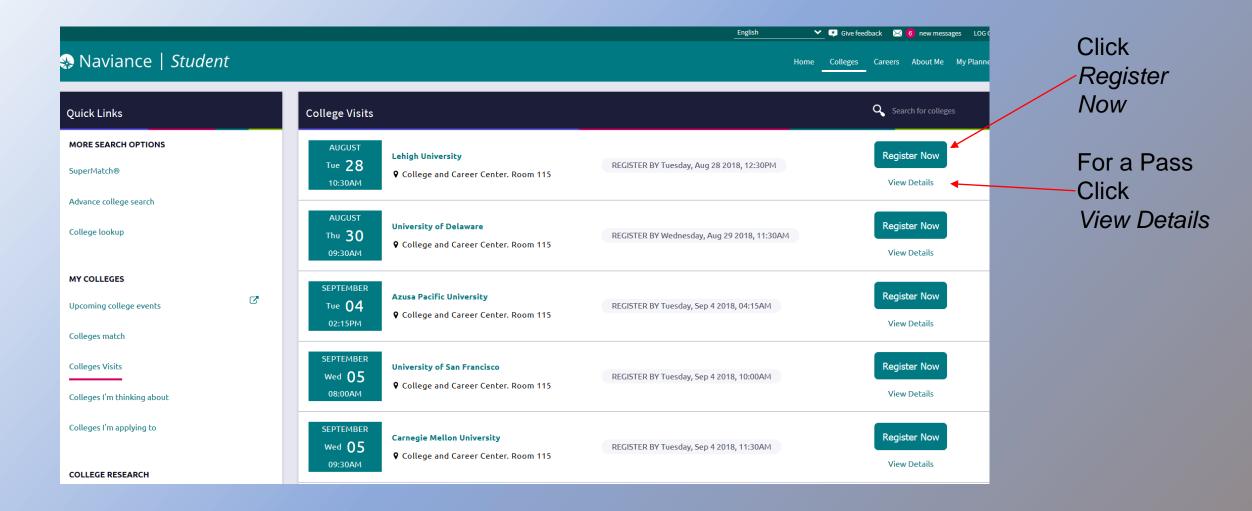
College Visits (mainly in fall)



To Get to
College Visits
Go To
-College Tab
-Research

Colleges
-College Visits

Signing Up for a College Visit



In Addition to Naviance

Attend College Events in the Area(Hopefully in Fall)

Learn about what colleges offer, even if you don't necessarily want to attend the school presenting

Now Most Schools Have Virtual Presentations



Admissions counselors from our five schools are visiting near you!

As you continue on your college search, join Brown University, Columbia University, Cornell University, Rice University, and the University of Chicago to learn about exceptional college opportunities and finding your perfect fit! Admissions counselors will discuss academics, the admissions process at selective schools, financial aid, and campus life.



BROWN UNIVERSITY

Providence, RI



COLUMBIA UNIVERSITY

New York, NY



CORNELL UNIVERSITY

Ithaca, NY



RICE UNIVERSITY

Houston, TX



THE UNIVERSITY OF CHICAGO

Chicago, IL

Mark your calendars for:

San Jose, CA - Sunday, April 26, 2020

Oakland, CA - Sunday, April 26, 2020

Pasadena, CA - Monday, April 27, 2020

Long Beach, CA - Tuesday, April 28, 2020

Irvine, CA - Wednesday, April 29, 2020

San Diego, CA - Thursday, April 30, 2020

EXPLORING EDUCATIONAL

To learn more and RSVP, please visit us at: exploringeducationalexcellence.org

Campus Life ▼

Research -

Support ▼



Undergraduate Admission

Discover Chapman Virtually

* » Admission » Undergraduate Admission » Visiting Chapman » Discover Chapman Virtually

Back Visiting Chapman Group Tours Discover Chapman Virtually

Discover Chapman Virtually

Even if you can't visit Chapman in person, there are still plenty of ways to get to know the campus and community!

All on-campus events are currently cancelled due to the current public-health situation. Join the email interest list to be notified when campus event registration re-opens.

Request Info

Apply

Graduate School Events





Attend College Fairs in Area

Canceled - NACAC –April 25, 2020 at Santa Clara Convention Center (must register) (must register before)

Canceled - WACAC - May 1, 2020 at CSU East Bay (must register before)

SHS is taking a bus there in the morning

Colleges That Change Live – July 27, 2020 in San Jose

NACAC Performing and Visual Arts College Fair TBA usually in Sept (must register before)

NACAC Silicon Valley STEM College and Career Fair TBA usually Oct (must register before)

After learning what you are looking for in a college, begin to understand what type of student a college is looking for to fill its annual class

NACAC State of Admissions Report

TABLE 7. PERCENTAGE OF COLLEGES ATTRIBUTING DIFFERENT LEVELS OF IMPORTANCE TO FACTORS IN ADMISSION DECISIONS: FIRST-TIME FRESHMEN, FALL 2017

Factor	N	Considerable Importance	Moderate Importance	Limited Importance	No Importance
Grades in All Courses	220	74.5	15.0	5.5	5.0
Grades in College Prep Courses	220	73.2	16.8	5.9	4.1
Strength of Curriculum	219	62.1	21.9	8.7	7.3
Admission Test Scores (SAT, ACT)	221	45.7	37.1	12.2	5.0
Essay or Writing Sample	220	23.2	33.2	24.1	19.5
Student's Demonstrated Interest	218	16.1	23.9	28.0	32.1
Counselor Recommendation	218	15.1	40.4	26.6	17.9
Teacher Recommendation	219	14.2	40.2	26.5	19.2
Class Rank	220	9.1	29.1	34.1	27.7
Extracurricular Activities	219	6.4	42.9	32.0	18.7
Portfolio	219	6.4	11.9	26.9	54.8
Subject Test Scores (AP, IB)	219	5.5	18.3	35.2	41.1
Interview	219	5.5	16.4	28.3	49.8
Work	217	4.1	28.6	36.9	30.4
State Graduation Exam Scores	218	2.3	8.7	18.8	70.2
SAT II Scores	216	1.9	5.6	14.8	77.8

SOURCE: NACAC Admission Trends Survey, 2018-19.

Demonstrated Interest:

- Students have some form of contact with a college that shows they are TRULY interested in applying to the school
- Some colleges consider and some do not
- A lot of small liberal arts colleges consider

EXAMPLE

Washington University in St Louis (10% admit rate) – cares about demonstrated interest – Did you attend info session when in Bay Area?, have you contacted the school? (either by phone or through website)

A lot of our students apply there because they do not have any supplements- so they look at interested students over student applying because it is easy

The College would like to learn the following about you:

- What are you doing that is meaningful to you?
- What is important to you?
- What questions would you ask in a discussion?
- What activities would you participate in?
- What would you bring to your residence house?

Keeping Organized

Organization, Make Sure.....

YOU (the student) need to organize and manage the colleges you are applying to on your own

Think broadly but wisely about your list

We recommend you make a checklist for application requirements, date, deadlines and account information

- Good place for parent support
- See some examples in your packet

Complete tasks before the FINAL DEADLINE

YOU(the student) are responsible for all DEADLINES

Ethics of Completing The Application

Students sign that they completed all the information on application

- Student wrote essay(s)
- Student filled out the application

Admission readers can easily detect an essay not written by a student. Missing student voice

If any information is reported incorrectly or falsified (academic or extracurricular), a school can rescind your admittance

Schools do random checks and thorough research on applicants

Ex: Stanford

Start the Process Early to Reduce Stress

Deadlines are getting earlier every year

Plan out testing timelines

Know EXACTLY what is REQUIRED for each school you are THINKING about applying to next fall

Common Application Account

Students are encouraged to get a Common Application account early

 If you create before August 1st, you can rollover your information by selecting "Other student" on registration page

Students can complete the demographic parts and the activities part in summer

Most of the Education section will be completed later with Guidance Department

Must add Sequoia High in the Education section to sign FERPA

"College Search" Tab: Find and add colleges "Dashboard" Tab: Shows you overview of requirements, deadlines and status

Red: Required

Yellow: Optional

Blue: More Details

Green √: completed

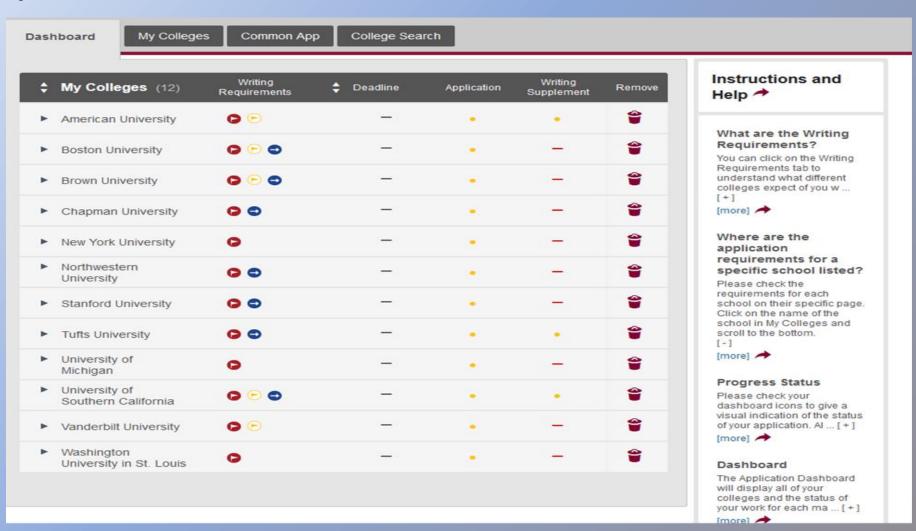
Supplements:

NOT optional —

they are VERY

important.

Colleges will not
accept your
application if not
completed.



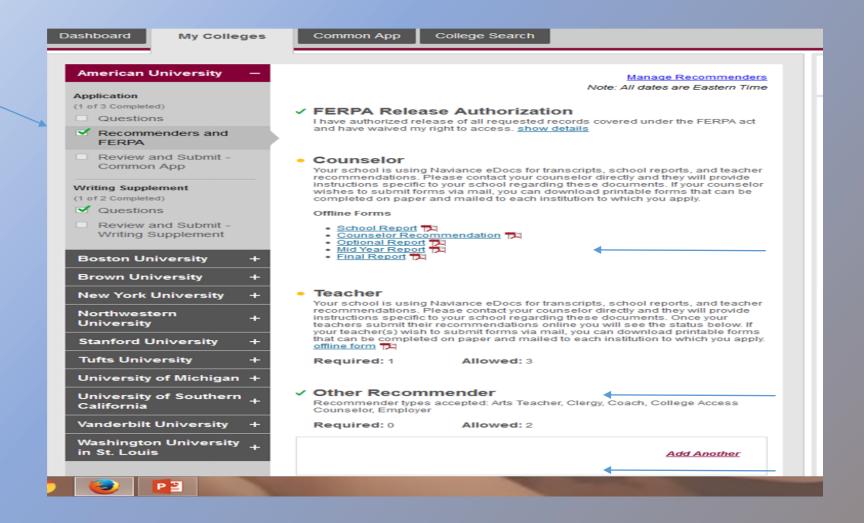
Common Application "My Colleges" Tab: Recommenders and FERPA

- 1. Click on one of your listed colleges
- 2. Click on Recommenders and FERPA

This page tells you what documents are required or allowed

- Counselor
- Teachers LOR
- Other Recommender

FERPA Release
Privacy Act that must be signed to release documents – only needs to be done once



Deadlines

Student is responsible for all deadlines

Understand that sometimes there are different deadlines for different programs For Example:

- An art or music major needs to turn in early application by 10/15 to Stanford and other early applicants have until 11/1
- If you want to be considered for merit or need based scholarships at USC the deadline is 12/1 and the regular application is due 1/1

Part V: Student Process at Sequoia to Send Documents to Private/Common Application Colleges

Junior Private/Common Application Presentation Spring 2020

Why Have a Process?

- Every step/activity has been implemented for a reason
- Process helps the student be more reflective
- We are a Naviance school that allows teachers and counselors to easily submit documents to a large amount of schools electronically
- The system (if followed correctly) is very effective especially for a big school

The Process is Subject to Change Until Senior Meeting September 2nd

- Unknown of COVID 19
- Sometimes there are minor adjustments to dates

In order for any school documents to be completed, a student must complete the following steps:

STEP 1: 30 Minute Meeting with a Counselor to Pick Up Form

Attend meeting with counselor directly following Grade Level Meeting to receive and go over the required School Report and LOR Form needed to submit documents at Sequoia.

STEP 2: Complete SR/LOR Form

Important college research

STEP 3: 5 Minute Meeting with Counselor When Finished with Form

Must have the appointment on or before due dates

STEP 4: Make an OFFICIAL Letter of Recommendation and School Report REQUEST on Naviance

Give copy of SR/LOR Form to teachers

STEP 1: Senior Meeting Required for Requesting LORs and SRs on Naviance

Seniors will be given School Report/LOR at the conclusion of the Senior Grade Level IB/4YR College Meeting on Sept 2nd with his/her counselor

 If a student can't make the SR/LOR Form Evening Meeting, the student must attend a meeting the FOLLOWING DAY either before or after school or during lunch. PLAN AHEAD

STEP 2: Complete tasks on School Report/LOR Form

- Complete the Counselor School Report Survey on Naviance (Also Assigned in English class in Fall) – Survey Opens July 15 – ABOUT ME tab: Surveys
- Complete the Teacher LOR Survey on Naviance (after requested LOR in person)
- Update resume on Naviance ABOUT ME tab: Resume
- Upload a draft of your personal statement ABOUT ME tab: Surveys
- Add your colleges on Naviance COLLEGE tab: Colleges I'm Applying To
- *Sign up for a Common Application Account (Counselor will give school information required to complete the Education Section)

^{*}Can be done at the end of summer

STEP 3: 5 Minute Meeting with Counselor When Finished with Form

Must have the appointment on or before due dates: Sept 25th for Oct 15-Dec 15 college application deadlines

Nov 6th for college application deadlines after Dec 15

School Report/LOR Form (in packet)

Seniors: You must have your counselor sign this form <u>in person</u> between September 1st and October 1st for early applicants (No letters will be written for ED/EA/REA Application Deadlines if this plan is approved after Oct 1st) Regular Decision Applications Deadline anytime before November 1st

Email your counselor for a five minute appointment as soon as you complete this form. Teachers will not be able to start your LORs until you attend the meeting with Ms Ignaitis.

In order for any school documents to be completed without a glitch, you must complete the following steps:

- 1. Complete the Counselor School Report/Prewriting Senior Eng Survey on Naviance (About Me tab)
- 2. Complete the Teacher LOR Survey on Naviance (About Me tab)
- Update resume on Naviance (About Me tab)
- Upload a draft of your personal statement as a journal (About Me tab)
- 5. Add your colleges on Naviance (College tab)

Print Name:

6. Sign up for a Common Application Account (Will be given school information needed to complete the Education Section in the meeting w/Ignaitis)

Teacher(s) Writing LOR for me:

one, top two, third

Date:

Please put in the order on Survey; IF only

7. Email counselor for a 5 minute meeting to check this document (if will not be considered on-time if not complete)

Name of Counselor:

8. Registered on Naviance for Mandatory Private School Meeting (1ste) under College Villits) with Ms Ignaitis – Remember this has to be at least two weeks before your first deadline

By signing this form.	I was not to be a second or a			licked celleges
SV SIRNINR THIS TORM.	i request my trai	nscribts to be s	ent to these	listea colleges

In order of preference	College or University	Applying REA EA ED Or Regular	For me Reach or Jacket? Check on Graph Icon in Navioce.	Type. of App. Common App (CA) Or Other (list type)	For Non CA Schools ONLY How do they accept documents? (Electronic or Mail)	Application Deadline Check college website If a specific program,	Date(s) Month is OK I asked my teacher(s) for LOR in person	Number of teacher LOR you will be sending Check CA and/or college website	Date I will send my ACT/SAT /Subject Exams to my colleges	Requires CSS Exofile2. If yes, list date Check college's Financial Aid website
Student Sign	ature:	Parent Sig	nature:		Date					
Counselor Signature: Date: My parents and I have discussed financing my college education										

- If you plan on adding or canceling colleges, please contact Ms Ignaitis.
- You will need to submit another pink sheet to Ms Ignaitis for adding OR email her if you remove a college tignaitis@seq.org
- If you need help, look over the Senior College PP on the website under the College and Career Department or come see Ms
 Ignaitis long before the deadlines.

STEP 4: Official Request for LOR Difference Between a Request and an Official Request

Depending on when you are applying and the deadline of the individual teacher, students first ask a teacher – IN PERSON (now by email)

Once form is completed and FORM IS SIGNED, counselor will instruct student to make official request for LORs on Naviance

They will not "officially request" a teacher on Naviance until they complete and submit the required **School Report/LOR Form** to their counselor in the fall.

PLAN ACCORDINGLY!

College Application Camp at Sequoia

Camp Dates: June 9 and 10th and August 3rd-5th From 830-1200

- Students will be able to complete many of the mandatory activities/and initial SR/LOR Form meeting by attending.
- More information to come in the Weekly Email

Will need to RSVP by May 19th on Naviance

Students/Parents will need to sign an expectation form

Weekly Naviance Email

It is strongly recommended to read all Naviance emails.

It is the main source of information surrounding the college application process

Naviance is connected to the students' school email student#@seq.org

Meeting with Ms Ignaitis Come into College/Career Center in Person – Hopefully in the fall

Visual & Performing Arts and Athletes – should set up an appointment with me now to talk about additional steps that need to be taken

Students are the only ones who can set up an appointment with me – parents always welcome

Appointments are 30 minutes – can meet after or before school or in the evenings

Thank You For Listening

Remember this is a stressful process so stay organized, do not wait until the last minute, keep track of deadlines & ask questions when you don't understand