

WESTBOROUGH HIGH SCHOOL

2013 - 2014 COLLEGE APPLICATION PROCEDURES

THIS IS AN IMPORTANT DOCUMENT

KEEP THIS ON HAND SO YOU MAY REFERENCE PERTINENT INFORMATION AND DEADLINES

SECRETARY

Mrs. Kenefick
Mrs. Morse

COUNSELOR ASSIGNMENTS

Mrs. Goodliffe, Ms. Jasmin, Mrs. Neithercut
Mrs. Hildreth, Mrs. Kristen Caira, Ms. Vavruska

Naviance is the primary tool in this process. You will need your Naviance login information (your **email and a password**). The website is: www.connection.naviance.com/westborough

All forms and additional resources can be accessed on Naviance. To access forms, login to Naviance, then click on **“Document Library”** (on the far right of the screen).

~ BEFORE WE GET STARTED ~

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) was enacted by Congress in order to protect the privacy of students and their parents. FERPA is designed to ensure that students and parents of students may obtain access to the student’s educational records and challenge the content or release of such records to third parties. <http://www.naceweb.org/public/ferpa0808.htm>

Signing the FERPA: *Students must do the following:*

Step 1: Create a Common App account on www.commonapp.org

- Click College Search, search college(s) and add to your common application
- Click the Common Application” tab, Click “Education” tab. Students will be required to complete the ENTIRE “Education” portion of their Common App *prior* to accessing the FERPA page on Common App.
- Click My Colleges Tab, click “Assign Recommenders” tab to the left of page
- Complete the CA FERPA Waiver & Authorization at top of page

Step 2: Complete the Common App Account Matching step on the “Colleges I’m Applying To” page on your naviance account. You must have a college listed on the “Colleges I’m Applying To” page in order to match your naviance and common app accounts.

PLS NOTE: **Students must sign the FERPA waiver and authorization form and “waive” their right to read recommendation letters. If you do not complete this form or do not waive right we cannot send your transcripts! Naviance will not allow us to send your transcripts if not completed or waived.**

~ *NEXT STEPS* ~

1. Make sure all colleges are listed on Naviance under “Colleges I Am Applying To” with the **correct application deadlines**.
2. **Request teacher recommendations.** Pls. reference the 2013-2014 Procedure to Request Teacher Recommendations handout.
3. **Request a counselor letter of recommendation and submit all documents/fees** at least **4 weeks** prior to your first college deadline using the timeline provided. This process needs to be completed only one time. Submit the following required documents to your School Counseling Secretary (see above):
 - a. Completed “**Counselor Recommendation Request Form**” (on Naviance)
 - b. A draft of your college essay
 - c. A copy of your most up-to-date activity resume
 - d. \$5.00 transcript processing fee

****Counselor recommendations are written only upon receipt of these required materials****

COUNSELOR RECOMMENDATION REQUEST TIMELINE

<i>Application Due Date</i>	<i>Submit Required Materials to School Counseling Office by</i>
October 15 or before November 1	September 23 October 1
November 15	October 15
December 1	November 1
December 15	November 15
January 1	December 2
January 15	December 16
February 1	January 3
February 15	January 15

4. **Request transcripts.** Transcripts will be sent electronically to all colleges that receive online documents. For colleges without the capability to accept electronic documents, we will send all materials through the U.S. Postal Service. **Transcript processing will occur once all steps have been completed.**
 - **Transcripts will only be sent once you have indicated that you have applied to your college(s)**
 - **Student submits application to college/university and reports this on their Naviance account.**
 - Login into Naviance and click on the tab, “Colleges”
 - Click the link, “Colleges I am Applying To”
 - Complete the Common App Account Matching and submit. You will need your Common Application username and password. You must complete the CA FERPA Waiver & Authorization on common app before you can match. **See directions on page 1.**

- Indicate that you have submitted your college application by clicking on “Have you applied?” Also, indicate the type of application, if you have not already (Early Decision, Early Action, Regular, Rolling) and include the college deadline (**this must be done for rolling deadlines**). Click “Update Application”.
- When viewing College List, click on “Request Transcripts” link in blue above the college list box.
- School Counseling Secretaries will access this information and process transcripts daily.

5. **If sending test scores**, request official ACT/SAT/SAT Subject/TOEFL test scores directly from the testing companies. Be mindful of deadlines.

6. **Use Naviance** to track your application activity and update decisions.

All students must use Naviance to track personal application activity including, where you are applying, application type (EA, ED, Regular, and Rolling), when an application is submitted and the application decision. Counselors will be monitoring this information to ensure accuracy and completion.

STUDENT EXPECTATIONS

EACH SENIOR STUDENT WILL BE RESPONSIBLE FOR

- Submitting a Counselor Recommendation Request Form, a draft of your college essay, a copy of your most up to date activity resume and fees by the **deadline dates on this form**. Additionally, you must indicate that you have submitted your college application(s) and request your transcript through Naviance. Strict adherence to the deadlines and procedures means that all pertinent documents from School Counseling Office will be received by colleges to meet their deadlines.
- Obtaining correct college application deadlines and submitting application and other supplemental documents including essay(s) to colleges.
- Requesting official scores from **College Board for SAT, SAT Subject Tests, ACT and TOEFL** testing organizations to be sent to the colleges to which you will be applying. Be sure to allow sufficient time for the scores to arrive as close to the college application deadline(s).
- Requesting **two letters of recommendations from teachers. Four weeks prior to college application deadline**, students must request all recommendations through Naviance.
- Reporting all admissions decisions including acceptances, denials, deferrals and waitlists to his/her counselor through Naviance.