

Friendswood High School Sophomore & Junior Parent Night

April 26, 2016



Naviance is a comprehensive college and career readiness solution for middle and high schools that helps align student strengths and interests to post-secondary goals and improve student outcomes.

What are the Top 10 features that may be useful to my student and me in Naviance?

- 1 - Links to SAT/ACT Prep and sites that are often used by students
- 2 - Course history (COURSES TAB)
- 3 - 4 Year Plans (COURSES TAB)
- 4 - Goal planning (ABOUT ME TAB)
- 5 - Interest inventory (CAREERS & ABOUT ME TAB)
- 6 - Resume builder (ABOUT ME TAB)
- 7 - Roadtrip Nation (CAREERS TAB)
- 8 - SuperMatch college search (COLLEGES TAB)
- 9 - College application process (COLLEGES TAB)
- 10 - Scholarship search (COLLEGES TAB)



Instructions by College Application Type

Texas 4-Year Public Universities - ApplyTexas (www.applytexas.org)

- Complete online application on ApplyTexas website
- Request SAT/ACT scores through testing agency
- In Naviance (COLLEGES tab):
 - Request transcript
 - Update “COLLEGES I’M APPLYING TO” list
 - OPTIONAL – Teacher and/or counselor recommendation. Check university website.

Out-of-State and Private 4-Year Universities - Common Application (www.commonapp.org)

- Complete online application on Common Application website
- Request SAT/ACT scores through testing agency
- In Naviance (COLLEGES tab):
 - Request transcript
 - Complete FERPA waiver
 - Update “COLLEGES I’M APPLYING TO” list
 - REQUIRED – Teacher and counselor letters of recommendation.
 - The Common Application universities prefer documents to be submitted electronically. The registrar’s office will submit counselor documents (form, letter, transcript, and school profile) when completed. Please note that the transcript will not be sent prior to the completion of the counselor letter of recommendation. Teacher documents will be submitted separately by the teacher.

School Specific Applications - See individual college websites

- Complete the school specific application provided on the college website
- Request SAT/ACT scores through testing agency
- In Naviance (COLLEGES tab):
 - Request transcript
 - Update “COLLEGES I’M APPLYING TO” list
 - Request teacher and/or counselor recommendations if needed
 - The Counseling Center will submit completed documents electronically, if possible, or by mail according to the college requirements.

Community Colleges - See individual college websites

- Complete online college applications on the college website
- Must take the TSI-Assessment unless exemption is met
- In Naviance (COLLEGES tab):
 - Request final transcript (in May)
 - Update “COLLEGES I’M APPLYING TO” list

PLEASE NOTE

Students’ transcript requests via Naviance will not be processed prior to **August 10, 2016**. There is a \$2 fee per transcript. This fee must be paid prior to documents being mailed or electronically submitted for the student. Please allow 5 school days for processing.

Guide for Completing the College Application Process in Naviance Family Connection

The Friendswood High School Counseling Department uses Naviance Family Connection to submit required documents to colleges as part of the college application process for seniors. Specifically, the following documents are submitted electronically to colleges through this process:

- Student transcript
- Teacher Letters of Recommendation and Evaluation Form
- School Profile
- Secondary School Report
- Counselor Recommendation
- Mid-Year Report
- Final Report (sent only to college in which you will enroll)

Students should follow this process to ensure timely delivery of these documents:

1) Link your Naviance account to your Common App account.

If you are applying to a college that uses the Common Application (in your Naviance college list, the icon under submissions will have the letters CA in the monitor screen), you must link your Naviance account to your Common Application account, and you must sign the FERPA waiver.

- a. Create your Common App account at www.commonapp.org.
- b. In the Common App system, add at least one college that you will apply to by searching for it under the *College Search* tab and adding it to your college list.
- c. Click on the *My Colleges* tab.
- d. Click on any one of the colleges you have added.
- e. Click on *Assign Recommenders* (please note, you will NOT actually be assigning recommenders here, this function is done exclusively through Naviance)
- f. Follow the steps to sign the FERPA waiver by clicking on the release authorization link. With this waiver, you will authorize colleges to contact the school with questions, and you will either WAIVE or retain (DO NOT WAIVE) your rights to view the recommendations that are written for you and sent to colleges.
- g. Back in Naviance, under the “COLLEGES I’M APPLYING TO” link, you should see a box saying that the Common App account matching is incomplete, and it will ask you to enter your Common App email address. Enter that information here.
- h. Your Naviance and Common App accounts should now be matched, and it will also indicate whether FERPA was waived or not.

colleges I'm applying to

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#)

	College	Type	Applying via Common App?	Submissions
<input type="checkbox"/>	CO Sch of Mines	RD	-	
<input type="checkbox"/>	Houston Baptist Univ	RD	-	
<input type="checkbox"/>	Rice Univ	RD	Yes	



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:

Email used for Common App account

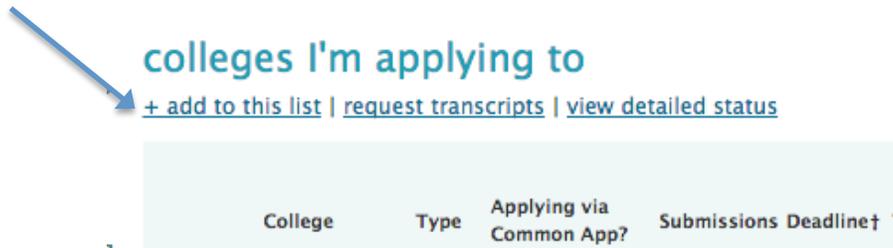
mm/dd/yyyy

Match

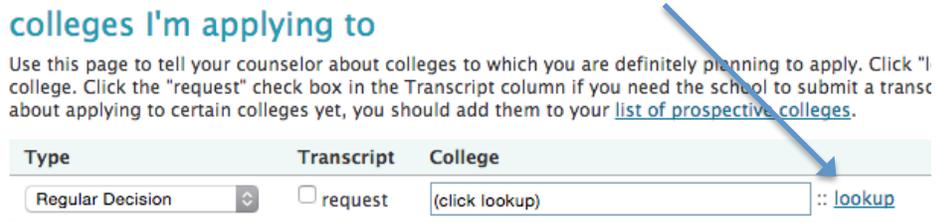
2) Identify the colleges to which you are applying.

As soon as you know even one school that you are applying to, you should add this school to your Naviance list:

- Click on the COLLEGES tab.
- Click on “COLLEGES I’M APPLYING TO”
- Click on “+ADD TO THIS LIST”



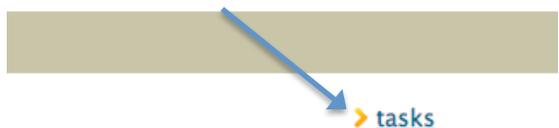
- Click on “LOOKUP”, and search for your college.



- Click on the college name, and then click on the “ADD COLLEGES” button at the bottom.
- Repeat the above steps to add additional colleges.

3. Put together a profile about yourself for your counselor and teacher recommendations.

A lot of colleges require a counselor recommendation. In order for your guidance counselor to write their recommendation, they need to know more about you. Your teacher recommenders will want the same information. You can do this through the “BRAG SHEET SURVEY” and through the “RESUME” function, both available in Naviance under the ABOUT ME tab. The most important things for the counselors to know are what your college and post-college objectives are, how you spend your time outside of class, and whether there are any special circumstances in your home or school life that would be important for colleges to know.



my tasks

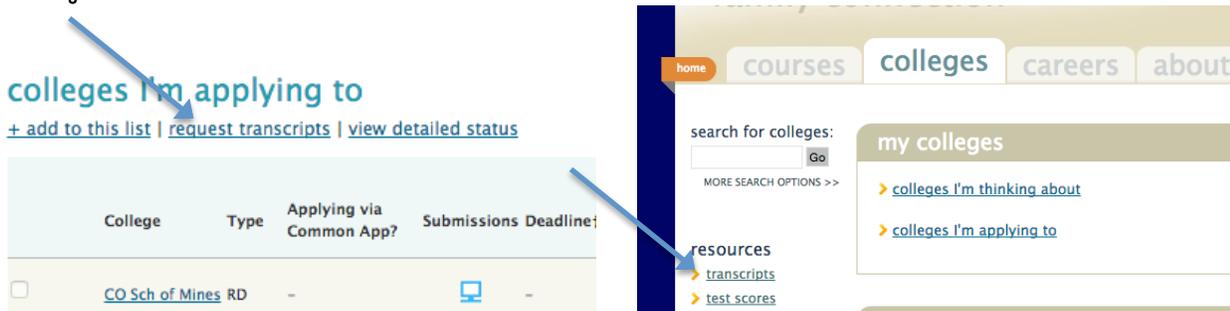
Overdue tasks:

 [Complete Brag Sheet Survey](#), due date: 11/30/14

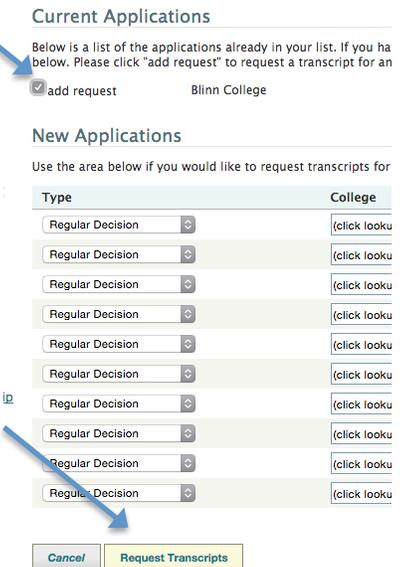
4. Initiate the request for the required documents.

(Steps 1 and 2 must be done before this step. It is strongly advised that step 3 is also done so that the counselor can begin working on the counselor recommendation.) As soon as you are confident in your plan to apply to specific colleges, even if you are not ready to actually apply yet, you should initiate your request for documents in Naviance to give the counselors and registrars time to gather the required documents:

- a. Under the “COLLEGES I’M APPLYING TO” link in Naviance, click on the “REQUEST TRANSCRIPTS” link, or click on “TRANSCRIPTS” under the COLLEGES tab, and then click on “REQUEST TRANSCRIPTS FOR MY COLLEGE APPLICATIONS”.



- b. For those colleges that you are confident you will apply to, check the “ADD REQUEST” box under the college name.
- c. Click on the “REQUEST TRANSCRIPTS” button at the bottom of the screen.



Requesting the transcript in this step automatically triggers the collection of the other supporting school documents, including the school profile, the school secondary report, and the counselor recommendation.

For colleges that accept documents **electronically**, you can monitor the status of these requests by checking the “TRANSCRIPTS” and “OFFICE STATUS” columns in your list of colleges under “COLLEGES I’M APPLYING TO”. The “OFFICE STATUS” will say “PENDING” until it has been officially sent. You can also see a summary of your requests by clicking on “TRANSCRIPTS” under the COLLEGES tab, and then clicking on “VIEW THE STATUS OF ALL MY TRANSCRIPT REQUESTS”.

If your college application deadline is approaching, and the documents are still in “PENDING” status, please contact the registrar. *Please remember that transcripts are not processed until the \$2 fee has been paid to the registrar’s office. Also, please note that if documents are **not** sent electronically, the office status will continue to show as “PENDING”.*

colleges i'm applying to
+ add to this list | request transcripts | view detailed status

College	Type	Applying via Common App?	Submissions Deadline	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/> Blinn Coll	RD	-		-	no request	Pending	have you applied?	Unknown			
<input type="checkbox"/> CO Sch of Mines	RD	-		-	requested	Initial materials submitted	app submitted	Accepted			
<input type="checkbox"/> Houston Baptist Univ	RD	-		-	requested	Initial materials submitted	app submitted	Denied			
<input type="checkbox"/> Rice Univ	RD	Yes		1/1/15	requested	Initial materials submitted	app submitted	Denied			

- d. To request transcripts for your personal records or for scholarship applications, you will need to follow these instructions.
 - a. Log into your Naviance account.
 - b. Click on the COLLEGES tab.
 - c. Under the RESOURCES section, select “TRANSCRIPTS”.
 - d. Select “TRANSCRIPTS FOR SCHOLARSHIPS OR ATHLETICS”.
 - e. Complete the question boxes for scholarships (only if you need the registrar to mail the transcript to the scholarship address).
 - f. If you will be picking up the transcript, enter name in “RECIPIENT” only.
 - g. Scroll to the bottom of the page, and select “ADD TRANSCRIPT REQUEST”.
 - h. Make sure to go to the registrar’s office and pay the \$2 fee per request.

5. Request counselor and teacher recommendations.

A lot of colleges will either require or recommend at least one teacher or counselor recommendation.

- a. Talk to your counselor and/or teacher(s) to discuss your request for the recommendation.
- b. Under the “COLLEGES I’M APPLYING TO” link in Naviance, under “TEACHER RECOMMENDATIONS” heading, click on “ADD/CANCEL REQUESTS”.

Teacher Recommendations

[add/cancel requests](#)

- c. Select the counselor or teacher(s) from the pull down menu.
- d. Enter a personal note to the counselor or teacher, formally requesting the recommendation and thanking them for taking the time... Please be very specific with your note (include deadline, what colleges you need it submitted to, etc.)

Add New Requests

Teacher	Personal note to teacher (optional)
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Allison Jasso</div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Dear Mrs. Jasso,</p> <p>Thank you for agreeing to write my college recommendation letter. The deadline for you to submit this letter is December 15, 2015. I would like it submitted to Baylor, SMU, and Texas Tech. I have completed my Brag Sheet Survey to assist you in this process.</p> <p>Sincerely, Kry Test</p> </div>

- e. Click on the “UPDATE REQUESTS” button. ***Please allow 10 school days at a minimum for these recommendation requests... Plan ahead!***
- f. If you are requesting a recommendation letter from someone not at Friendswood High School, you will need to mail the letter directly to the college.

You can monitor the status of these requests by checking the status under the “TEACHER RECOMMENDATIONS” section. It will say “REQUESTED”, “IN PROGRESS”, or “COMPLETED”. If the recommendation is not complete, and your deadline is approaching, please remind your recommender that they must submit the letter.

6. Refine your list of colleges, and complete the college applications:

As you add colleges, simply repeat steps 2, 4, and 5 above to request documents and recommendations for the additional colleges. In addition, you should be updating specific information about the application type (e.g. whether you are submitting under Early Action, Regular Decision, or some other type):

- a. In the “COLLEGES I’M APPLYING TO” link in Naviance, click on the pencil edit icon next to any of your schools.

colleges I'm applying to
[+ add to this list](#) | [request transcripts](#) | [view detailed status](#)

College	Type	Applying via Common App?	Submissions Deadline†	Transcript	Office Status	My App.	Results	edit	Manage Communication	Graph
<input type="checkbox"/> Blinn Coll	RD	-		-	no request	Pending	have you applied?	Unknown		

- b. You will use this edit screen to mark when you have submitted your application and then also when you have received the decision from the college. Please make sure to click on the “UPDATE APPLICATIONS” button to save any changes made to the edit screen.

Supplemental Information

- College Night
 - Fall of 2016, Hosted by Pearland ISD
- Naviance Family Connection
 - You will find the “NAVIANCE” link at the top of the FHS webpage
 - Students’ username is the 6-digit student ID.
 - Students’ password is the 8-digit date-of-birth.
- Transcripts
 - MUST be requested through Naviance Family Connection.
 - \$2 fee per request... Request is not processed until fee is received.
- College Representatives at FHS
 - View schedule of visits in Naviance Family Connection.
- Texas Common Application
 - www.applytexas.org
- National Common Application
 - www.commonapp.org
 - In addition to this application, be sure to complete the “Common App Account Matching” information in Naviance.
- Letters of Recommendations/Secondary School Reports/Counselor Forms
 - Please submit your request at least 10 school days prior to the deadline.
 - Each request must be submitted through Naviance. In the personal notes section, please indicate the recipient of the letter or evaluation and applicable deadlines.
 - The following documents must be completed in Naviance prior to submitting your request:
 - Student Brag Sheet Survey
 - Resume
- SAT Testing
 - www.collegeboard.com
- ACT Testing
 - www.actstudent.org
- Scholarship Information
 - Scholarships are posted in the “SCHOLARSHIP LIST” link under the COLLEGES tab in Naviance.
 - www.fastweb.com
 - www.collegeforalltexans.com
 - www.finaid.com
 - Don’t forget to check with the Financial Aid Office at the college you are applying to and pay close attention to deadlines.
- Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov
 - Complete online application beginning January 1, 2017. Register for a Personal Identification Number (PIN) at www.pin.ed.gov. Parents and students will both need a PIN. You can do this now!
- FAFSA4caster
 - A great tool to use to learn about the financial aid process and get an early estimate of your eligibility for federal student aid.
 - www.fafsa4caster.ed.gov

