

IMPORTANT COLLEGE APPLICATION REMINDERS

In order for your College Applications to be complete, our office needs to send colleges your transcript and letters of recommendation. In order for us to do so, we need you to follow these steps:

FIRST:

1. Complete the **Teacher Letter Recommendation Order of Preference Form** (found in google classroom)
2. Submit your **Comment Forms in Google Classroom**
3. **Match** your *Common App* with your *Naviance Account*

NEXT: Request Transcripts and Letters of Recommendation via Naviance

1. Add your **Colleges in Naviance** under: *Colleges I'm Applying*
2. Click on the **Edit** button for each one and Indicate:
3. The **application type** (i.e. Early Decision, Early Action, Rolling, etc.)
4. Make sure the **Deadline** listed in Naviance matches the deadline your college has posted on their website based on the type of application you are submitting
5. Which application you are using - Common App or Directly to Institution
6. If you plan on Submitting SAT or ACT Scores
7. Click on + **Request Transcripts** and select **Initial**
8. **Transcript Requests in Naviance are due 2 weeks before your College Application Deadline. Please see the detailed list of deadlines below.**

College Application Deadline	Transcript Requests in Naviance Deadline
October 15	October 1
November 1	October 18
November 15	November 1
December 1	November 14
January 1-5	December 9