

COLLEGE APPLICATION PROCEDURES

Transcript Request

Naviance Family Connection (see Naviance handout)

- Add school to "colleges I'm applying to" tab
- If you are applying Common Application, please be sure to **match your account**
- Turn in tracking slip to your college counselor

Test Scores

All ACT and SAT scores appear on the transcript. Some schools require that the ACT and SAT scores be sent directly from the testing agency. You can do so using the following websites. Each score report request will incur a fee. Keep in mind scores are not sent from the agency immediately following the request; it may take up to couple of weeks.

- ACT: www.act.org
- SAT: www.collegeboard.com

Letter of Recommendation Process

Please check the school's admissions page to see what the requirements are for applying. If you are applying to a school via the Common Application you will need at least a counselor letter of recommendation. All letters of recommendation requests require a minimum of a 2 week notice.

Counselor letter of recommendation (if applicable)

- Must complete the college planning packet and turn it in to your college counselor

Teacher letter of recommendation (if applicable)

- Ask teacher to write you letter of recommendation
- If they consent, please complete the "Information Sheet for Teacher Letter of Recommendation" and turn it in to your college counselor for approval.
- Following approval of college counselor, give information sheet back to teacher for completion of letter.

NCAA/NAIA (if applicable)

If you are participating in a sport at the collegiate level, you must register with the NCAA or NAIA. After registering, you must turn in a tracking slip to your college counselor (see transcript request).

- NCAA: <https://web3.ncaa.org/ecwr3/>
- NAIA: www.playnaia.org