

# **Senior Information Checklist**

## **Regarding the College Application Process:**

**\*Please note: All forms are available in Canvas and Naviance (In Naviance you will click on your initials in the blue circle on the top right of the page to locate "Document Resources.")**

- Make an appointment with your School Counselor for your senior conference to talk about graduation requirements, your letter of recommendation (if they are writing for you), etc...

Some schools require a School Counselor Letter of Recommendation. If you are requesting your School Counselor to write for you, the following forms should be turned into them BEFORE you request your first transcript or at the meeting with your School Counselor (please note: teachers and counselors need this information at least 3 weeks BEFORE your first deadline):

***Again, you only need the following IF your school counselor will be writing on your behalf.***

- Parent Brag Sheet** (completed by parent/guardian)
- College/Career Information Sheet** (completed by the student)
- High School Resume** (completed by the student)
  - If you don't have a resume, you can create one in Naviance. (Click on your initials in the blue circle on the top right of your home page to locate "Resume")

This form should be turned in to the teacher who you have talked to about writing a letter of recommendation for you:

- Letter of Recommendation: Student Information FORM for Teacher** (completed by student).

### **Create a Great College List**

An appropriate list assures your acceptance into several colleges! Be sure every school on your list is one that you would be happy to attend. Most students apply to 5-8 colleges. Estimate application costs, deadlines, and how

you will apply (Early Decision/Early Action/Rolling/Regular) Be aware of DEADLINES!

### **COMMON APPLICATION:**

If you are applying to a Common App (CA) School you should complete the following before turning in your first transcript request.

**Create a CA Account.** Write down and remember your CA EMAIL ADDRESS and PASSWORD (put this information on your first transcript request) Share login information with your parents.  
[www.commonapp.org](http://www.commonapp.org)

Put any colleges for which you are turning in a transcript request, into your **“MY COLLEGES”** in YOUR CA. You should only put colleges into your “My Colleges” list where you are actually applying. Also, only request transcripts for schools where you will actually apply.

**Complete the FERPA agreement** on the CA website. The College Center recommends you click the box that says “I waive my right...” You must fill out the Education Section of the CA before you can complete the FERPA agreement. CA education page answers can be found in the College Center and in Canvas. NOTE: You CANNOT change your mind on the FERPA once you have invited/connected teachers to your electronic account (done in Naviance Student).

If you have questions, please ask Dr. Moore or Ms. Sexton in the College Center.

**Link your CA account to Naviance Student (NS).** This is done by logging into a NS student account → clicking on the “colleges” tab → clicking on the “colleges I’m applying to” link. You will see a red box that says “match accounts.” Click on that box.

You will see a “Common App Email Address” box. In the middle of the box you will enter the email address you used to create an account on the CA. After you put in your email, click the “match accounts” button. Please include your CA email and password for your account on the front side of this form.

**All Colleges:** (Whether you are using Common App or Applying through their website)

**Send your official test scores from SAT or ACT (unless you are applying test optional).** Please note, colleges will ALWAYS use the best scores that you send. Some schools will allow you to self-report test scores. Please check the schools website.

**Invite your teacher(s) who is/are writing a letter on your behalf in Naviance** – DO NOT complete this until you have personally talked with your teacher(s) and given them the “Letter of Recommendation: Student Information Form for Teacher” and anything else they request (unofficial transcript, etc). Only request a teacher you have approached in person and gotten a verbal “OK” from.

In your NS student account, log into your ‘student’ NS account, → click on the “colleges” tab → under “my colleges,” look down and you will see “Apply to College” and then click on the “Letters of Recommendation” link → click ‘add request’ button and select teacher using the drop down menu → submit request. DO NOT request a teacher until you have talked to them in person and received their affirmation that they will write you a letter. DO NOT cancel your request without talking to the teacher first. Do not ask more teachers for recommendations than you actually need.

If you do not see your teacher’s name on the list, please email the College Center with a request to have the teacher added. Include the name, subject and email address of the teacher. Only Upper Arlington HS teachers can be added to the teacher list.

**School Counselor Recommendation** – If you’d like your School Counselor to write on your behalf, you will need to note that on your transcript request form and you do not need to “link” them to your CA or NS account. They will write a recommendation for you as part of the school information we send to your colleges. School forms sent to colleges include: official transcript, senior schedule, school profile, (IB profile if student is a Full IB Candidate), School Report completed by the counselor and a letter of recommendation written by the Counselor (if requested).

**Transcript Request Forms** can be found in the College Center (hard copy) or electronically on the College Center website, in Canvas, and on the Naviance Student home page under “Document Resources.” Be sure to use the “Transcript Request for Senior College Applications.” This form needs to

be turned in to the College Center with \$5 for EACH college transcript requested (form allows students to request 3 colleges on one form/\$15 for the page). Transcript requests for students under 18 must include a parent signature.

\* Transcript request forms can be completed electronically to ([collegecenter@uaschools.org](mailto:collegecenter@uaschools.org)) or in person. Once you submit the form to the College Center, you will be billed for the transcript(s) via EZ pay.

**PLEASE NOTE: *The first transcript request*** needs to be turned in 3 weeks BEFORE the first deadline. Subsequent requests can be completed in much less time.

Dr. Kathy Moore  
[kwmoore@uaschools.org](mailto:kwmoore@uaschools.org)  
614-487-5240 ext 2717

Linda Sexton  
[lsexton@uaschools.org](mailto:lsexton@uaschools.org)  
614-487-5240 ext 2012