

# Atholton High School

SENIORS!!!!

Welcome back and congratulations, you made it to your senior year!



# OBJECTIVES

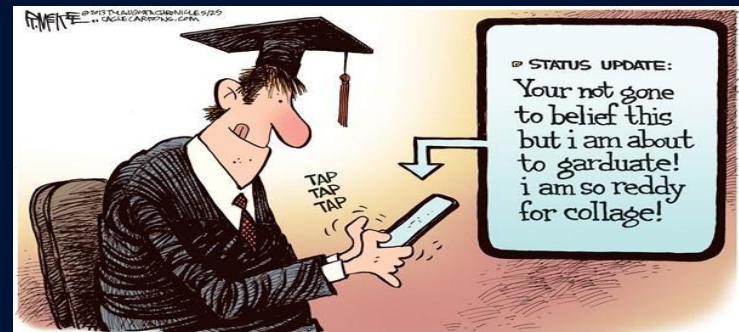
I will understand the process for obtaining the materials to apply for post-high school education including:

- Transcript Request Form/Process
- Teacher Recommendation Requests/Process



# SENIOR STATUS SURVEY

- Login to your Naviance account through the school website
  - User id = 9 digit Student ID
  - Password = School Computer Password
- Click the “Planner” tab
- Click “Tasks Assigned to Me” tab
- Click and take “Senior Status Survey”



# KNOW THE KEY PLAYERS

- School Counselors-

- Mr. Phil Cohen                      A-C
- Mrs. Dana Meledick              D-H
- Mrs. Kim Richardson            I-Mn
- Mrs. Lisa Clearfield            Mo-Sb
- Mrs. Yvonne Rogers            Sc-Z

Student Services Secretary- Mrs. Nancy Beneski

Registrars- Mrs. Candy Fales  
Mrs. Allison Sultan

Data Clerk- Ms. Nina Dix



# IMPORTANT TRANSCRIPT INFORMATION

- Requests due to registrar 4 weeks prior to college deadlines
- First **three** “official” transcripts free
  - \$2 per transcript after
- Transcripts submitted 1 of 3 ways
  - Common Application
  - Electronically/Coalition Application
  - Through the mail



# College and Post High School Application Process

- Student Services staff , including School Counselors and Registrars , are very involved in the application process.
- Completing your applications , being mindful of deadlines and application details and working with your counselors, registrars and teachers are important.

# STARTING THE PROCESS– REQUESTING TRANSCRIPTS

- Before any information is sent to schools on your behalf, you need:
  - **Pink Waiver Form** (FERPA Waiver) must be signed and submitted to Student Services
  - **Blue Transcript Request Form** –complete all sections and submit to AHS Registrars at least **20 days** before school deadline!
  - **Electronic Waiver** (for Common App schools *only*)

Student athletes follow the same process as above by following NCAA guidelines

# MATCHING NAVIANCE WITH COMMON APPLICATION ACCOUNT

- For Common Application Schools only. . .
- After setting up your Common App account, match your Naviance Account with your Common App Account. (Check “colleges” and “colleges I am applying to” for details and “how to video.”)
- Why ?
  - AHS will not send information to Common App until this step is completed.



# REQUESTING LETTERS OF RECOMMENDATION

- Know how many letters a college/university will accept
- Complete Counselor Information Form in Naviance
- Teacher Recommendations-
  - Verbally request commitment from teachers
  - Provide yellow teacher form
  - Invite teachers through Naviance
  - Provide request form at least 20 school days in advance of college deadlines!

*All info about this process is available to you in your Post-High School Materials folder in Naviance.*

# Senior Checklist



- Complete and submit my college applications
- Assure that my SAT/ACT scores are sent directly from College Board or the ACT to all my schools
- Complete each step of the Letter of Recommendation process
- Submit my Transcript Request Form

# WHAT HAPPENS THEN?

- We will submit your transcripts and letters by the college deadline date
- Your colleges/universities will upload and review your materials according to THEIR schedule
- It may take a few WEEKS for colleges/universities to match your materials with your application

**Now relax and try not to worry!!**




# THE SENIOR FOLDER!

The Senior Folder includes everything you need to complete the college and post-high schools application process including:

- Step-by-step Process
- Transcript Request Form
- Teacher Recommendation
- 20 Days Calendar Sheet
- Financial Aid Information

# Transcript Request/ Student Records Form



## Transcript/Student Records Request

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Counselor: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Teachers Writing Your Letters of Recommendation: \_\_\_\_\_

College/University, Armed Forces, Scholarship, Employer, Trade/Technical School, NCAA, Internship Program, Other (List below)	City in which College is Located	Application Deadline Date	Application Deadline Type* (EA, ED, Priority, Regular, Rolling, etc.)	Are you using the Common App? (Y or N)	Do you need a Counselor Letter of Recommendation (Y or N)

Date of Request: \_\_\_\_\_ Paid? \_\_\_\_\_

### Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts, including year reports and other student records can be released to a third party.

I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Transcript Fee: 1-3: no cost; 4+: \$2.00 per transcript to be paid at the time of request.  
Please allow 20 school days to process transcript requests.*




# Teacher Recommendation Request Form

Date Received from Student \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Name of College/University	Application Deadline Date	Do you need the letter mailed? (Write Y if your college has a stamp icon  in Naviance)	Are you using the Common Application? (Y or N)	For Teacher Use: Date Letter Sent

## Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I have completed the Wavier of Right to Access Teacher Letters of Recommendation Form and have ☐ waived my rights ☐ not waived my rights to examine a copy of the letter. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# FINAL NOTES...

- Unofficial transcript
  - Review with a parent/guardian for accuracy
  - See your counselor if anything is missing or incorrect
- Class Rank
  - CALCULATED EARLY OCTOBER - NO EXCEPTIONS!
- Don't forget... YOU must send your ACT/SAT scores directly to the colleges from college board or the ACT



# UPCOMING EVENTS

Senior Parent  
College Night

Thursday,  
September 15  
6:30 PM

College Essay  
Workshops

Wednesday,  
September 14  
6:30 PM

Colleges Reps will be visiting Student Services in the next few months. To attend, sign up through your Naviance account!

# WHAT DO I DO IF I HAVE QUESTIONS THROUGHOUT THE PROCESS?

## STEP 1

Refer to your “Post-High School Materials” folder in Naviance to see if the answer is there.

## STEP 2

Make an appointment to see your counselor if you still need help.

