



BHS COLLEGE APPLICATION CHECKLIST

Questions? Email your counselor -

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Mr. Nash - james.nash@boontonschools.org

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2022-2023

- Create Common App Account**
- Enter Basic Information in Common App**
- Complete FERPA**
- Match your Common Application & Naviance Accounts**
- Update your List of Colleges under “Colleges I’m applying To” in Naviance**
- Request Letters of Recommendation**
- Request Transcripts**
- Request ACT/SAT Scores**
- Complete BHS Release Form**



BHS COLLEGE APPLICATION STEPS

Questions? Email your counselor -

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Ms. Rago (Mrs. Soni) - erica.rago@boontonschools.org

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2022-2023

Step 1: Create Common Application Account

- www.commonapp.org
 - Write down your log-in info and keep it in a safe place! (Suggested: notes section in your phone)
- Everyone will create an account, regardless of if you are using CA to apply
- We recommend you use a personal email address, not your BHS one!

Step 2: Enter Basic Information in Common Application

This allows you to generate the FERPA Waiver Form that is needed to move forward (step 3)

Section that needs to be filled out before Step 3:

Under Common App Tab-

- Education Tab

-Only current or most recent secondary school section **You can find answers to questions on this page **here****

-You do not need to complete the common app to move on to the next steps. Fill the rest out at your leisure.

Under College Search-

-Add at least one college to your "My Colleges" section

Step 3: Complete FERPA

FERPA

- **Online**, access through Common Application. You can view a [video overview](#).
- My Colleges Tab, left side, "Recommenders & FERPA"
- Follow prompted steps

Step 4: Match Common App & Naviance Accounts

****IMPORTANT- Must complete steps 1,2 & 3 in order to match****

Check out the video of how to complete this [here](#)

- Log-in to Naviance— Colleges— Colleges I'm applying to
- On top of the page, a pink banner will show up. Click Match Accounts.
 - Make sure you use the same email address that you used for the common app account! It isn't just automatically your BHS email, again it's what email you used to create your CA account.
 - If you have issues matching please reach out to your counselor.

Step 5: Update College List

- In Naviance Student, Add Colleges in the "Colleges I'm applying to" section
 - This section should accurately reflect the schools you are confident about applying to
 - Make sure...
 - the deadline chosen matches the college's actual deadline
 - you accurately selected the way you are applying on the "I'll submit my application" section.

[Video overview](#) of how to **add** colleges to your Colleges I'm Applying to List

[Video overview](#) of how to **edit** colleges on your Colleges I'm Applying to List

Step 6: Work on College Applications

- Create other applications that you may need to (Coalition or institutional)
- Continue to work on your applications.
- Keep in mind deadlines
- It is the student's responsibility to submit the following items to colleges:
 - Application
 - Application Fee
 - Essay
 - Activity Sheet/Resume
 - Any additional components (audition, portfolio etc...)

Before moving on, please note:

You need to allow time for teachers to process your teacher recommendation requests, and 10 school days for the office to process your transcript requests. *You can find deadlines at the end of this document .*



Step 7: Request Letters of Recommendation

Requests will open on Naviance shortly after start of school

- **Online**- Naviance **This is ONLY done through Naviance (do **not** do it through the Common App!)*
- Colleges Tab— Scroll down to the “Apply to Colleges” section— Letters of Recommendation— Add Request
- Once submitted, an email from Naviance will be sent to your teacher
- Follow up with a personal email to the teacher:
 - Thank them again for writing a recommendation for you. *It is a generous contribution to your college application process!*
 - Let them know your application deadlines, highlighting your earliest deadline.
- Repeat the process if you have more than one teacher writing for you

****Please respect your teacher’s time & make sure you are giving them enough notice to write &submit their letters!!****

****If requesting from someone outside of BHS please let your counselor know and have them email the letter directly to counselor****

Step 8: Request Transcripts

Requests will open on Naviance shortly after start of school

- **Online**- Naviance **This is ONLY done through Naviance*
- Colleges Tab— Scroll down to the “Apply to Colleges” section— Manage Transcripts
- Click College Application Transcript & Initial
- Choose the schools you want your transcript sent to and click done
- *Allow at least 10 days for processing of request*
 - *Keep in mind days in which there is no school in your 10 day planning*

Check out an overview [here](#)

Self Reporting Schools? Double check to see if any of your schools require you to self report grades or your test scores!

TRANSCRIPT REQUEST DEADLINES

Deadline Example	Submit your transcript request form by:
November 1	Tuesday, October 18, 2022
November 15	Tuesday, November 1, 2022
December 1	Tuesday, November 15, 2022
December 15	Thursday, December 1, 2022
January 5	Thursday, December 15, 2022 <i>*Docs will not be processed over Holiday recess*</i>
January 15	Monday, January 2, 2023

Step 9: Request ACT/SAT Scores (if you are submitting scores)

- Make requests for test scores to be sent directly from the Collegeboard or ACT to the college.
 - Send the scores through the Collegeboard and ACT website
- **This is the student's responsibility to request, BHS does not send scores**
- Recommended to request your scores at least 2 weeks before your deadline

Step 10: Complete BHS Release Form

- BHS Release Form
 - **Google Form- to be filled out by PARENT OR GUARDIAN**
 - This form has been emailed and is available on our website [here](#)
 - Your Parent/Guardian must submit this to your counselor. Documents will not be submitted to colleges by BHS until we have permission to do so.

Step 11: Follow Up

- Stay on top of application status, test scores and forms being sent out
- **Continue to keep your Naviance Colleges I'm Applying to List updated**
 - Let your counselor know if there are any changes to your list. If you add a school you will need to request a LOR and Transcript again for this added school, *they are not automatically sent when you add the school to your list.*
- Once you hear back from schools please update your acceptance result in Naviance. As a reminder you can review this [video here](#) which is an overview of how to edit your colleges list.
- Follow up with yourself- take some time for self-care and relax! :)

