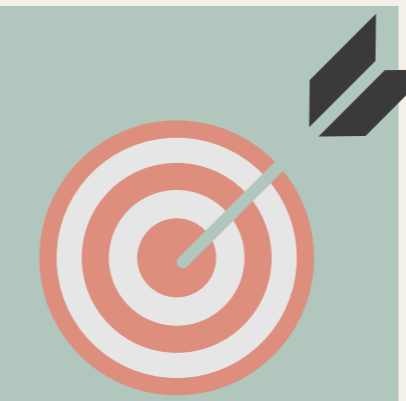

USING NAVIANCE TO APPLY TO COLLEGES

Follow these steps to make sure your documents are sent to your colleges in a timely manner.

STEP 1. ENTER SCHOOLS INTO NAVIANCE

1. Click on "Colleges I'm Applying to"
2. If using Common App- Click "Match Accounts" & enter info
3. If not using Common App- Click on the red & white "+" and enter info



STEP 2. REQUEST A TRANSCRIPT

1. Under "Colleges" click on "Manage Transcripts"
 - a. This is an "initial transcript" request



STEP 3. REQUEST LETTERS OF REC

1. For SYCSD staff members, use Naviance! Under "Colleges" click on "Letters of Recommendation." Search for staff by last name.
2. For outside recs- Common App- invite through Common App; If not using Common App- have a copy of the letter sent to your counselor.



STEP 4. COMPLETING THE LOR SEND REQUEST FORM

1. Stop in the counseling office to pick up the half sheet forms. You need 1 for each school. Complete the form and turn into your counselor.



REMINDERS:

- Have your "Information for Recommendations" updated in Naviance. (About Me--> Surveys from your school)
 - Common Applications require a letter written by your counselor. This may take longer than 5 days to prepare.
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