

Senior College Application Process

1. Have you completed your Class of 2019 Counselor Survey? (*Naviance → About Me → Survey → Surveys Not Started → Class of 2019 Counselor Survey*)
2. Have you prioritized your applications and do you know your deadlines, essay topics, etc.?
 - A sample organization chart is available in your document library. (*Naviance → Document Resources → College Application Documents → Sample Application Organizing Chart*)
3. Have you chosen teachers to write your recommendation letters?
 - Have you asked them in person? Have they agreed?
 - Have you invited them on Naviance (*Naviance → Colleges Home → Letters of Recommendation → Add Request*)?
4. Have you started your common app? Have you started other applications? Are you drafting your essay(s)?
 - *If applying on Common App → must link Common App and Naviance (see #6)*
 - *If applying directly on school's website → add school to "Colleges I'm Applying To" in Naviance*
5. Have you completed your FERPA agreement?
 - Under the Education section of Common App, you must complete the first section (Current or Most recent school)
 - Under College Search, you must add at least one college to your application
 - Under My Colleges, you can now select "Recommenders and FERPA"
 - Under FERPA Release authorization, click on "release authorization", answer all questions and type your name in the signature field
6. Have you linked your Common App to your Naviance account? (** This can only be done AFTER completing FERPA)
 - *Naviance → Colleges Home → Colleges I'm applying to and type the email you used on Common App in the space provided. **This must be completed before any transcripts and letters of recommendation can be sent.***
7. Have you completed the google form to order **transcripts** (link on Counseling Section of the LP website and in Welcome Message in your Naviance Account)?
 - **This must be completed NO LATER THAN 2 – 3 weeks before your first college deadline**
 - If you believe you qualify for a fee waiver, discuss with your counselor at this time
8. Have you sent standardized test scores? (www.actstudent.org and/or www.collegeboard.org)
 - If you would like your *April SAT score from the test you took at LP* on your transcript, see your counselor for an SAT Opt-In Form (**check if your school accepts test scores on the transcript)
 - If you want to send a *different test score*, OR your college requires score(s) be sent officially, you must send them through the testing agency's website.
 - **This must be completed NO LATER THAN 2 – 3 weeks before each college deadline.**