

## **College Application Process-CLASS OF 2023**

Transcripts will be available beginning October 1st (subject to change). They will not reflect your accurate GPA and class rank for a few weeks. You must wait to have correct information for your college applications.

### **1. College or University Application:**

Look on the college websites to determine what type of application they accept (Common Application, the Standout Admissions Application, or a school-specific application). Look at due dates and determine what you need for a complete application (recommendation letters, essays, resumes, etc.) If you're applying via the Common Application, you will need to match your accounts to your Naviance account.

### **2. Transcripts, Letters of recommendation and secondary school reports:**

Go to Naviance (<http://student.naviance.com/oakdalehs> )

Click on "Complete with Single Sign On"

Go to Colleges tab.

Under "Apply to Colleges" make a list of colleges you are applying to under "Colleges I'm Applying to." BE SURE to ONLY list the ones that you are definitely going to apply to.

**Transcripts-** Your counselor accesses this list directly on Naviance, and will send transcripts and a letter of recommendation only if the college/university is added here and a transcript is requested in Naviance.

**Counselor letters of recommendation-** Please complete your *Senior Information Sheet* on Naviance Student (required for transcripts and recommendation letter requests) under Important to Dos and Tasks. Remember, do not click "Save and Finish" until you are sure you do not want to make any more changes.

**Teacher recommendations-** If required, personally ask teachers to write you a letter of recommendation. Once they agree, you will request the letter in Naviance. Click on the Colleges tab, then Apply to Colleges, then Letters of Recommendation and then Add Requests.

### **3. Test Scores needed for admission application**

If you plan to take the SAT or ACT, sign up at <https://sat.collegeboard.org/register> or [www.actstudent.org](http://www.actstudent.org).

If test scores are required, SAT/ACT scores must be sent directly from the testing service. Please log into your accounts and request scores to be sent directly from the testing service to the college/university as soon as possible.

### **4. Scholarships**

Are advertised weekly on our Counseling Newsletter and also Naviance (Click on Colleges tab and then click "Scholarships & Money" and click on Scholarship List.) Please be sure to read the description directly from the individual scholarship site and/or application to be sure you are aware of all qualifications, requirements and deadlines. Many require Official transcripts, while other require unofficial transcripts.

## **TRANSCRIPT REQUESTS**

All Transcript Requests must be made in Naviance Student, except Official Paper Copies.

To request an **Official Electronic Transcript (FREE)** for **COLLEGES**, from Naviance Student a student must:

1. If you add a college to your Colleges I'm Applying to List, you have the option to request transcripts at that time.
2. If not, you can request by navigating to **Colleges > Apply to College > Manage Transcripts**
3. Click the **Add** (Pink Plus Sign)
4. Select College Application Transcript.
5. Follow the steps to request college application transcript.

To request an **Unofficial Electronic Transcript (FREE)** for **SCHOLARSHIPS, ATHLETICS, OR OTHER**, a student must:

1. Navigate to **Colleges > Apply to College > Manage Transcripts**.
2. Click the **Add** (Pink Plus Sign).
3. Select **Other Transcript**.
4. Follow the steps to request another Transcript.
5. Student's transcript is emailed directly to student.

To request an **Official Sealed Paper Transcript (\$2.00 each)** for **Personal Use or Scholarship Application**, a student must:

1. Email Mrs. Harding at [Diane.Harding@fcps.org](mailto:Diane.Harding@fcps.org) and include a [Transcript Request Form](#).
2. Official copies are \$2.00 each (cash or checks payable to: OHS)
3. You will be notified when the transcript is ready for pickup.