

# Hackettstown High School

## College Application/Transcript Procedures

**Want your application process to go smoothly? Follow these steps in order:**

### **Step 1: Submit the HHS Parent/Student Release Form to your counselor**

No transcripts will be sent until this form is completed and returned.

### **Step 2: Use only ONE email address for all of your college/career accounts.**

Check Naviance, Collegeboard/ACT, common application, NCAA, and all individual applications- if they do not match, please change them so that your file can be completed at the school's admissions office. CHECK THIS EMAIL ACCOUNT FREQUENTLY!

### **Step 3: Submit your applications, fees, essays, resumes, and any other required documents directly to the college/school well before the required deadline.**

It is your application that generates the creation of an admissions file- you do not "exist" in an admissions office without an application even if other materials were sent.

If you are using the Common Application- create your account at [www.commonapp.org](http://www.commonapp.org).

- Be sure to use the same email that you used for Naviance and SAT/ACT registration. You must **sign the FERPA** on the Common App to submit the applications and to later use Naviance to request transcripts and letters of recommendation.

### **Step 4: Send your SAT/ACT scores directly from the testing agency**

Include all of the colleges to which you are applying. Watch your deadlines!

- [www.collegeboard.org](http://www.collegeboard.org) to send SAT I / SAT II and/or Subject Test scores
- [www.actstudent.org](http://www.actstudent.org) to send ACT scores

#### **Notes:**

- Test scores are **not** sent by the Guidance department or Naviance as part of your transcript due to "score choice" and university preference.
- If you are thinking about playing a sport in a Division 1 or 2 college you **MUST** complete the NCAA Clearinghouse on-line at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) and send them your test scores directly from the testing agency. To request a transcript for NCAA Clearinghouse- add NCAA to your "Colleges I Am Applying To" list and follow the same steps as colleges to request a transcript.

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**Step 5: Use Naviance:**     <https://student.naviance.com/hackettstown>

Common Application Users: to begin the process

- Click the “Colleges” tab
- Click “Colleges I’m Applying To”
- Complete the “Match Accounts” in the magenta (pink) blue box, once the “Match Accounts” icon is selected, enter the information requested (email, birthdate) and click “Match Accounts” on the bottom left to complete the matching.

All Other Applications: to begin the process

- Click the “Colleges” tab
- Click “Colleges I’m Applying To”
- In the pink box select “Match Account” and in the lower right corner of the “Match Account” screen select the URL stating, “I don’t need this”

Indicate the colleges/schools/military branch you are applying to:

- Click the + icon on the upper right side of the screen next to “Compare Me”
- Under “Which college are you applying to?” select the college (type in the name of the college and select the proper choice from the drop down menu).
- Complete the “App Type” and “I’ll submit my application” drop down menus.
- Indicate if you have applied to the college by filling in the box “I’ve submitted my application”
- If you have not applied, add the college by selecting “Add Application”, if you have applied add the college by selecting “Add and Request Transcript”

Request transcripts after adding if you have not applied when you entered the college in Naviance:

- Under the “Colleges I am applying to” home page, click on the box or boxes to the left of the college name. Once selected a check mark will appear and the number of colleges selected will appear above the check marks.
- Select the “+ Request Transcripts” icon in the upper right corner of the screen. Indicate you would like to send the Initial Transcript and select, “Request and Finish”.
- You can check the status of the request under the “Manage Transcripts” icon above the “+ Request Transcripts” and to the left of “Compare Me”

Request Letters of Recommendation:

**(Students were advised to request the letter in person during their junior year).**


- Click the “letters of recommendation section” at the bottom of the “Colleges I’m applying to” home page
- Click “Add Request” icon on the right hand side of the screen
- Select the teacher from the drop down menu
- Select, “Choose specific colleges from your *Colleges I’m Applying To* list”, Select the colleges by checking the box in front of the college name.
- Write a note to thank the recommender under the “Include a personal note” section.
- Click the “Submit Request” icon in the lower right corner to finalize the request.

**Note: If you later add additional colleges/schools to your list, if required- you must use Naviance again to request letters from your teachers for the newly added schools. (Continued on next page)**

**Step 6: Apply for Financial Aid**

- File your financial aid form with **FAFSA** beginning **October 1<sup>st</sup>**- at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Check the scholarship bulletin regularly for new scholarship opportunities.
- Local scholarship applications will be available in mid- March.

**Step 7: Update your application status on Naviance** as you receive notification from your colleges.

- Click “Colleges I am Applying To”, then on your list of colleges in the results column
- Click the icon: Edit 
- Choose the appropriate results. We will then be able to post your acceptance.

**Step 8: On Naviance complete “College I am Attending”** once you have made your decision.

**Step 9: Complete the HHS Senior Survey on Naviance to request final transcript**

- Seniors will not be permitted to pick up their cap & gown until this is completed.
- Final high school transcripts are generally not sent out until after July 1<sup>st</sup>.

**Step 10: College Credit Transcripts (if required)**

- Must be requested directly from Warren County Community College (dual enrollment) or Centenary College.
- Final college credit transcripts are generally not posted until after July 1<sup>st</sup>.
- **Note: Guidance cannot provide these transcripts.**

## Parent/Student Records Release Form

**NOTE:** Records will not be released until this form has been completed and returned to the Hackettstown High School Guidance Office.

I/We give permission for the release of all necessary records as requested by the student on the Transcript Request Form. I understand that requests for these materials must be made at least ten (10) school days in advance of the deadline date as imposed by the organization and that no records can be sent unless this release is signed. I am aware that the requested documents may be sent electronically.

The records may include:

- Transcript of courses and grades
- Courses in progress
- GPA
- Guidance counselor recommendation and/or forms (if requested).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINT STUDENT NAME \_\_\_\_\_

( ) Check if student is 18 years-old- parent signature not required

Please Note: All college/career acceptances will be posted on the bulletin board outside of the guidance office.