Senior class packet

**Timeline**

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| --- | --- | --- | --- |
| Brag Sheet & Junior Interview | Complete your brag sheet on Family Connection so your counselor and teachers can write you personalized letters of recommendation. Save often when filling it out.After you’ve completed your brag sheet, contact your counselor to schedule your junior interview. | Spring of your Junior year. | Your counselor will review your brag sheet during your junior interview and then write your letter of recommendation for you. |
|  Sign the FERPA | Sign the FERPA by creating a Common Application account and then matching it to your Family Connection account. | Before transcripts can be sent out. | Transcripts and letters of recommendation cannot be sent without you completing the FERPA. |
| Request Transcripts | Request transcripts via Family Connection & submit paper transcript request with payment to the registrar.  | 30 days before your application is due. | After you submit your transcript request the registrar will send out your transcript, the RM school profile, secondary school reports, counselor letter of recommendation, and counselor reports to each college on your paper transcript request. Additionally, in February the registrar will automatically send out mid-year reports (with your Semester 1 grades) to each college you already requested transcripts for. |
| Request Teacher Recommendations | Request teacher recommendations via Family Connection once you’ve spoken with the teacher who has agreed to write you a letter of recommendation then. Tell them when your deadlines are and which school(s) to send your letter of recommendation to. | 30 days before your application is due. | After receiving your request through Family Connection your teacher will upload their letter of recommendation to Family Connection, complete the corresponding teacher report, and send it to the schools you’ve identified. |
| Send Test Scores | Send ACT, SAT, and/or SAT subject exam scores to colleges through their respective websites: ACT.org or CollegeBoard.org. To save yourself a step, sign up for scores to be sent to colleges when you register to take these tests. | 30 days before application deadline. | Upon your paid request the CollegeBoard and ACT send test scores directly to colleges.  |
| Send Supplemental Materials  | Check with your college if supplemental materials are accepted. If so, you can snail-mail or scan & email materials to send. Such as additional letters of recommendation from coaches or community members or an IB report.  | 30 days before application deadline. | The IB office will prepare and give you an IB report. |
| Submit Application | Complete and submit college application by the deadline. Give yourself some wiggle room so you’re not trying to submit it at 11:59PM the night before it’s due, that’s the best time for computers to crash and networks to fail! | Deadlines vary by colleges: check with each college you’re applying to.  | Once your application is submitted most colleges will allow you to track the status of your application and all the components (transcripts, letters of recommendation, test scores, etc.).  |
| Apply for Financial Aid & Scholarships | Complete the FAFSA online. Research and apply for scholarships online or in the Career Center. You may need to request transcripts and letters of recommendation for these, if so, follow the directions above. | Application period opensOct 1. Scholarship deadlines vary. | Colleges will prepare you a financial aid offer made up of grants, scholarships, and/or loans. You will have the opportunity to accept or decline their offer when you decide whether or not to enroll. |

**Using Naviance Student in the College Application Process**

**The following tasks MUST be completed online through Naviance Student:**

1. Request for transcripts to be sent to the colleges to which you are applying. Counselor letters of recommendation will automatically be sent when you request a transcript.
2. Request teacher recommendations.
3. Create a Common Application account, fill out the Family Educational Rights and Privacy Act (FERPA) waiver, and match your Common Application and Naviance Student accounts.

**To log into Naviance Student**

**Step 1**: Go to the Richard Montgomery webpage.

**Step 2**: Click on the Counseling Tab at the top of the page.

**Step 3**: Click on the “Naviance Student” link on the right-hand side under the Related Links tab.

**How to Request a Transcript through Naviance Student:**

**Step 1**: Once logged into Naviance Student, click on the “Colleges” Tab at the top of the page

**Step 2**: Click on the “Colleges I’m Thinking About” link.

**If all of the colleges you are interested in appear on this list, continue to Step 6. If not, continue to Step 3.**

***Step 3****: To add colleges to this list, click on the “Add Colleges to List” link.*

***Step 4****: Look up the colleges you are interested in, check the box next to each and click “save selection.”*

***Step 5****: Once done searching, click “finished searching” and then “add to colleges I’m thinking about.”*

**Step 6**: Check the box next to each college you want to apply to from the “Colleges I’m Thinking About” list.

**Step 7**: Click on the “Move to Application List” button.

**Step 8:** Select the appropriate application deadline and application type from the drop-down menu and click the “Add and Request Transcript” box.

**Step 9**: Indicate what Type of transcript you are requesting (initial). DO NOT select to send unofficial SAT or ACT scores. Click “Request and Finish.”

After Step 9, you can check the status of your transcript requests under the “Colleges I’m Applying To” tab.

\*\* Richard Montgomery DOES NOT send out your official SAT or ACT test scores. You are responsible for contacting the companies who administer these tests through [www.collegeboard.org](http://www.collegeboard.org) and [www.act.org](http://www.act.org) to have your scores sent directly to the colleges you are applying to.

\*\*Once you have submitted your transcript requests, submit your transcript fees and the paper Transcript Request Form to Mrs. Stamets, *School Registrar*, in the Counseling Office before school, at lunch, or after school. Your first three transcripts are free. **Each additional transcript costs $3.00**. You must pay your transcript fees before your transcripts will be sent to the colleges you are applying to.

**How to Request a Teacher Recommendation:**

\*\*Please note **you should have already spoken with the teachers** you hope will write a letter of recommendation for you. If you have not already done so, speak to the teacher in person first before sending him/her an email.

**Step 1**: Log into Naviance Student and click on the “Colleges” Tab and then “Apply to College.”

**Step 2**: Click on the “Letters of Recommendation” link.

**Step 3**: Click on the “Add Request” button on the right side of the screen

**Step 4**: From the drop down menu, choose the teacher who you have asked to write you a recommendation.

**Step 5**: Select the “choose specific colleges from your Colleges I'm Applying To list” or the “All current and

future colleges I add to my Colleges I'm Applying To list” option so your teacher knows which schools

to send your recommendation.

**Step 6:** Add a personal note or further information in the box provided.

**Step 7:** Once done, click the “Submit Request” button.

**Step 8**: Once processed, you will see your request(s) and will have a green box at the top of your screen that

confirms your request. If you do not see these pieces your request has not gone through and you

must send it again.

**If you have questions about this process, please email the following people or visit them before school, at lunch, or after school:**

**Your Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mrs. Stamets, School Registrar – Counseling Office**

**Ms. Hull - College and Career Information Coordinator – office in the Career Center**

P**ease do not leave class to visit your counselor, Mrs. Stamets or Ms. Hull. During class, they are working to process student college applications. Thank you. Remember that the counseling department and teachers need at least one month notice to process your applications and transcripts and to write your letters of recommendation.**

**Steps for Setting up a Common App Account, Completing the FERPA, and matching your Common App and Naviance Student Accounts**

1. Go to the Common Application website and follow the instructions to create an account.

<https://www.commonapp.org/Login>

1. After you have an account established, log in and go to the **Common App** tab. Complete all information sections (Education). You do not need to complete the writing, testing, or activities sections in order to complete the FERPA.
2. Once all sections are completed, go to the **My Colleges** tab and select at least one college to add to your list of schools.
	1. Click on “college search”
	2. Enter information then click on “search”
	3. Check box for desired school then click on “add”
	4. A small screen will appear saying the school was added. Click on “dashboard” to see the school on your list of colleges.
3. Now click on the **My Colleges** tab again and you will see a different screen with options listed on the left-hand side. Click on **Assign Recommenders.** The FERPA link is the first on listed. Click on “release authorization.”
	1. Read the authorization release and click on the box indicating you understand the explanation. Then click “continue.”
	2. Continue on to the second page and check the box to authorize RMHS to release all of your requested records and recommendations.
	3. Select to waive your right to review your recommendations.
	4. Check the box that states you understand this waiver cannot be changed.
	5. Finish by signing your name in the box and clicking “save.”
4. You now have to link your Naviance Student account with your Common Application account. Log-in to your **Naviance Student** account and click on the **Colleges** tab.
	1. Click on “colleges I’m applying to” and then “Match Accounts” in the upper right-hand corner.
	2. Enter your email address and click “match.” You must use the same email address for both your common app and Naviance Student accounts for this to work.

**Answers to Common Questions You May Have**

* Graduation date: June 2020
* Class Rank Reporting: None
* Courses: Use course name as appears on your transcript
* Counselor Title: School Counselor
* Graduating Class Size: 585
* Credits: .5 each semester
* Counselor Phone: 240-740-6120
* GPA Scale: 4.0 unweighted/5.0 weighted



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