Bethesda-Chevy Chase High School
Checklist for Seniors for College Applications
2020 – 2021

- Open a Common App account and match your Common App account with your Naviance Account.

- Complete your B-CC Self-Reflection in Naviance (can be found in your Naviance Account under "About Me" and then "Surveys"). This is vital so that counselors and teachers can write your recommendations.

- Add your colleges to your Naviance Account as well as to your Common App Account (if you are applying through Common App).

- Request your teacher recommendations through Naviance (first email the teacher(s) to make sure they agree to write your recommendation).

- Fill out the google form to request transcripts which is on the Counseling Website: https://docs.google.com/forms/d/e/1FAIpQLSdHJWWbMySxpsjAIvHSmuP4JMOVsN8qwstajEGni9btPNBUwg/viewform

- Also, **request the transcripts in your Naviance Account** – if you do not request the transcripts in Naviance, we are unable to send your documents to the colleges. **You will be requesting the "initial" transcript.** (Midyear transcripts are a separate request – even if you have been accepted by early action or early decision, most schools will want your midyear transcripts which include the 1st semester senior grades. You request those in January, and they will be sent after the semester closes in early February.) If you are undecided about how you are applying (early decision, early action, regular, rolling), don't worry. The colleges don't see the deadline in Naviance. That deadline is for the counseling office to make sure we send out your documents in time.

- You should request the transcripts on both the Google form and Naviance 30 days in advance of your earliest deadline. That is to give the counselors time to write your recommendation letter. We **cannot** send your transcript without the counselor recommendation letter and reports. We send your transcripts, the school profile, the secondary school report and the counselor recommendation. (The teachers send their recommendations separately.) You do not have to wait until we send your documents to submit your application. After your first transcript request and after the counselor has written your recommendation letter and uploaded the reports, you can request to have your transcript sent to any other schools -- up to the day before that school's admissions deadline.

- The UC (University of California) schools are self-reporting. They do not want transcripts or teacher recommendations. You do not have to request them.

- You can view in your Naviance Account when your transcript and documents have been sent and to what schools. You can also view when the teachers have sent their recommendation letter and to what schools.

- If you have any questions, please email your counselor or me at Maureen_Bonner@mcpsmd.org .

- This is a very stressful time for you – please remember to take some time for yourself, relax and do something that you enjoy!!