

College Application Process Steps:

Class Size: 274

Grading Scale: 4.0 (weighted & unweighted)

PHS CEEB CODE: 210825

- Finalize list of “Colleges I’m Thinking About” in Naviance and move only colleges applying to to the list of “Colleges I’m Applying To.” Note “delivery type” and “deadline date” of application.
- Add at least one school to Common App, complete Education section, & then complete FERPA waiver in Common App. ([explanation link](#)) Eventually you will need to add all your schools to the Common App account.
- Match Common Application to Naviance through “Colleges I’m Applying To”
Your name & date of birth in your Common App Account MUST EXACTLY MATCH your name & date of birth in Naviance!
Watch this video for directions: <https://www.youtube.com/watch?v=znOq38FUrTc>
UMD College Park uses either the Common App. or the Coalition App. (<https://vimeo.com/196792240>)
- Request letters of recommendation from teacher(s) via email. After teacher(s) has responded to your request, add the request in Naviance under Colleges tab, “Letters of Recommendation.” You must decide which colleges will receive each teacher’s letter (i.e. all colleges or specific colleges) depending on the number of recommendations each college requires. You may want to type a thank-you note in the message box.
- Submit Transcript Request and Release Authorization forms via email to Mrs. Hornburg Susan_A_Hornburg@mcpsmd.org at least 4 weeks before the college deadline. (This will allow time for your counselor to write his/her letter of recommendation for you.)

Processing Timeline		Processing Timeline	
Due to Registrar	College Deadline	Due to Registrar	College Deadline
Sept. 24	Oct. 15	Nov. 24	Jan 1
Oct. 1	Nov. 1	Dec. 16	Jan. 15
Oct. 14	Nov. 15	Jan. 6	Feb. 1
Oct. 28	Dec. 1	Jan. 15	Feb. 15
Nov. 18	Dec. 15	Feb. 3	Mar. 1

- Request standardized test scores (SAT, SAT Subject Tests, ACT) to be sent to your colleges directly from the testing companies if the school requires official scores. These scores can take up to 6 weeks for colleges to receive them. **Due to COVID the requirements might have changed for each university.**

College Board (SAT & AP): www.CollegeBoard.org

ACT: www.ACTStudent.org

7. Complete & submit applications by the deadline found in the chart above!
8. Submit FAFSA @ <https://studentaid.ed.gov> by March 1; opens Oct. 1
9. Scholarship information can be found on the College & Career Center website.

****Make sure the colleges/universities you are applying to are in “Colleges I’m Applying to” in Naviance****

Submitted by you

- The College Application
- Standardized Test Scores (SAT, SAT Subject Tests, ACT) through the testing companies

Submitted by your counselor and registrar (through Naviance)

- Transcript (Initial, Mid, and/or Final)
- Secondary School Report
- School Profile
- Counselor Recommendation

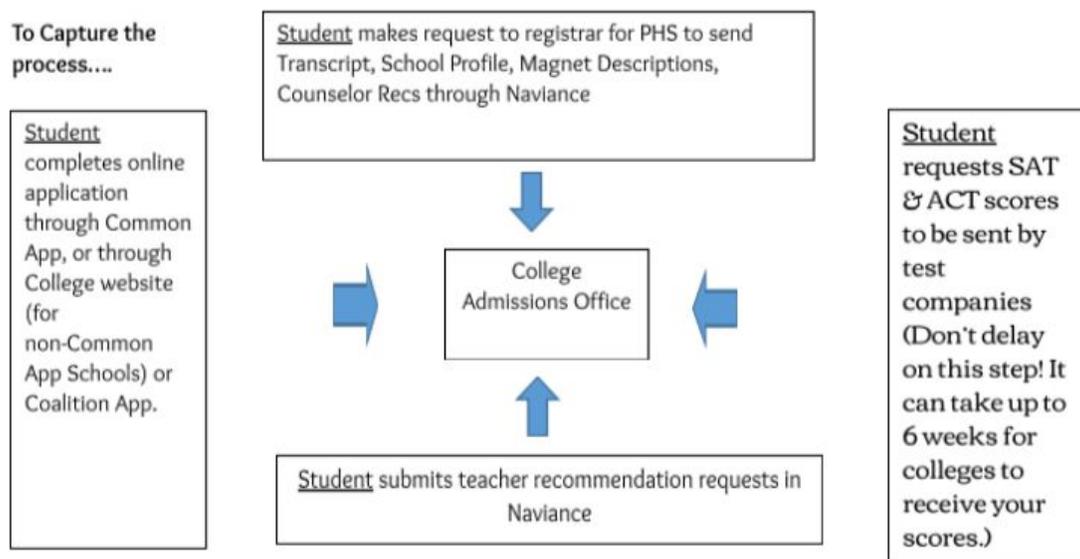
Submitted by your teachers (through Naviance)

- Teacher Recommendation

Other Important Information:

Make sure the colleges/universities you are applying to are in “Colleges I’m Applying to” in Naviance, not just your common app schools.

Final Transcripts: PHS will send your final transcript to your “attending” college when transcripts are released by MCPS, in mid-July. Transcripts will also be sent to NCAA if you are registered with NCAA.



Please allow plenty of time as systems can crash!