



# SENIOR CLASS PACKET



# Timeline

<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> Send Test Scores (if applicable)	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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.).
<input type="checkbox"/> 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 opens Oct 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.

### **How 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 Naviance tab.

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

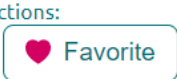
**Step 1:** Once logged into Naviance Student, click on the “Colleges” Tab at the top of the page

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

*If all of the colleges you are applying to 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 on the upper left-hand side.

**Step 4:** Look up the colleges you are interested in and check the box on the left-hand side next to each to select.

**Step 5:** Once done searching, click:  to add all selections to your “Colleges I’m Thinking About” list.

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

**Step 7:** Once selected, click on the “Move to Application List” button.

**Step 8:** Select the appropriate application deadline and application type from the drop-down menus and click “Add Applications.”

*After Step 8, you can check the status of your transcript requests by clicking on the “Colleges” tab and then “Colleges I’m Applying To” under Apply to College*

**\*\*Once you have submitted your transcript requests, [Pay your online transcript fee\(s\)](#)\*. The first three transcript requests are FREE, all requests after the first three are \$3 each and complete the [Transcript Request Google Form](#)\* for each school in which you are applying. You must pay your transcript fee and complete the google form before your transcripts will be sent to the colleges you are applying to.**

*\*these links can be found on the RMHS counseling website*

**\*\* 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.**

### **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 click on “Letters of Recommendation” under the Apply to College section

**Step 2:** Click on the “Add Request” button on the right side of the screen

**Step 3:** From the drop down menu, choose the teacher who you have asked to write you a recommendation.

**Step 4:** 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 5:** Add a personal note or further information in the box provided.

**Step 6:** Once done, click the “Submit Request” button.

**Step 7:** 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:**

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

**[Mrs. Stamets](#), School Registrar**

**[Ms. Hull](#), College and Career Information Coordinator**

# 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>
2. After you have an account established, log in and go to the **Common App** tab. Add Richard Montgomery as your high school in the Education Section.
3. Next, go to the **College Search** tab and select at least one college to add to your list of schools.
  - b. Enter college name.
  - c. Click the + sign to add the college to your list.
4. Now click on the **My Colleges** tab and you will see your added college(s) listed on the left- hand side. Expand the menu of any college on your list and click on **Recommenders and FERPA**.
  - a. Click on Complete Release Authorization and follow the prompts.
  - c. It is recommended that you select to waive your right to review your recommendations.
  - d. Check the box that states you understand this waiver cannot be changed.
  - e. Finish by signing your name in the box and clicking “save.”
5. 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.
  - a. Click on “**colleges I’m applying to**” and then “**Match Accounts**” in the upper right-hand corner.
  - b. Follow the prompts to log-in to your common app account and connect your accounts.

## Answers to Common Questions You May Have

- Graduation date: June 2022
- Class Rank Reporting: None
- Courses: Use course name as appears on your transcript
- Counselor Title: School Counselor
- Graduating Class Size: 600
- Credits: .5 each semester
- Counselor Phone: 240-740-6120
- GPA Scale: 4.0 unweighted/5.0 weighted

## COLLEGE APPLICATION DEADLINE/NAVIANCE REQUEST DEADLINE

College Application Deadline	Request through Naviance Deadline
November 1	September 30
December 1	October 23
January 1	November 20
January 15	December 4
February 1	January 1

Rolling Deadlines require one month's notice.



**Richard Montgomery High School Scholarship Transcript Request Form**

Scholarship\_\_\_\_\_ Internship\_\_\_\_\_ Summer Program\_\_\_\_\_ On-the-Spot\_\_\_\_\_

**Please allow at least 10 actual school days for completion of requested Transcript**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Class of \_\_\_\_\_

**Scholarship/Internship Information:**

Name of scholarship/internship: \_\_\_\_\_

Organization: \_\_\_\_\_

Address official transcript should be mailed to or email of organization (not normally to the student)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

\_\_\_\_\_ Ms. Hull should email unofficial copy to student @ \_\_\_\_\_

Deadline: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date turned into the Career Center: \_\_\_\_\_  
\_\_\_\_\_

Date processed: \_\_\_\_\_

Entered in Naviance: \_\_\_\_\_

Post Secondary Options – path is right for me??



<http://www.technical-IChaaiUkle.com/>  
<http://www.mhec.sate.m...J...f-'...rchfor.!!!>

Research schools  
Decide where to apply  
Use search engines on Naviance

Match Common App and FamilyConnections accounts

Include schools on your "Colleges I am To" list

Request transcripts using Family Connections – remember to complete both the online and paper request

Request teacher recommendations using FamilyConnections

**Complete and submit applications by the deadline.**

**Apply for financial aid  
Complete the fAf?.. and other scholarship applications**