



SENIOR CLASS PACKET



Timeline

<input type="checkbox"/> Brag Sheet & Junior Interview	Complete your brag sheet in Naviance 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 Naviance 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	Complete the three-step Transcript Request Process: <ol style="list-style-type: none"> 1. Request transcripts through Naviance. 2. Request transcripts through the Google Form. 3. Pay transcript fees. 	30 days before your application is due.	After you complete the three-step transcript request process the registrar will send out your transcript, the RM school profile, secondary school reports, and your counselor letter of recommendation and reports to each college on your list. 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 Naviance 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 Naviance your teacher will upload their letter of recommendation to Naviance, 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 in the College Application Process

The following tasks MUST be completed online through Naviance:

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

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.

Three-Step Transcript Request process:

1. Request Transcripts through Naviance:

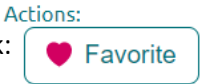
Step 1: Once logged into Naviance, click on the "Colleges" Tab at the top of the page

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

2&3. Request Transcripts through the Google Form and Pay Transcript Fees:

Once you have submitted your transcript requests through Naviance, complete the [Transcript Request Google Form*](#) for each school in which you are applying and [Pay your online transcript fee\(s\)*](#). The first three transcript requests are FREE, all requests after the first three are \$3.25 each. *You must request your transcripts in Naviance, request your transcripts through the google form and pay your transcript fees in order for your transcripts to 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 and 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 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. Jeanpierre](#), College and Career Information Coordinator

Steps for Setting up a Common App Account, Completing the FERPA, and matching your Common App and Naviance 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 account with your Common Application account. Log-in to your **Naviance** 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 2023
- Class Rank Reporting: None
- Courses: Use course name as appears on your transcript
- Counselor Title: School Counselor
- Graduating Class Size: 580
- 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. Jeanpierre should email unofficial copy to student @ _____

Deadline: _____

Student Initials: _____ Cell Phone: _____

Date turned into the Career Center: _____

Date processed: _____

Entered in Naviance: _____

