

USING NAVIANCE TO SEND TRANSCRIPTS AND LETTERS OF RECOMMENDATIONS

Students can begin adding colleges to Naviance **August 20th.** Transcripts are FREE so we are asking students to include all of your colleges in Naviance (even ones that don't require a transcript).

ENTER ALL SCHOOLS TO WHICH YOU PLAN TO APPLY

Common App Schools	Non-Common App Schools
1. Create a common app account using commonapp.org. 2. In common app, complete the profile and the education section. 3. In common app, go to my colleges tab and add all colleges to which you plan to apply. Note- You can also add OR delete later so this list does not need to be perfect. 4. **BE SURE TO SELECT THE DEADLINE YOU INTEND TO USE. This will sync with Naviance and will be used by teachers and counselors. 5. In common app, pick one college to expand (does not matter which), and click on recommenders and FERPA. Complete the FERPA. 6. Switch to Naviance, go to "Colleges I am Applying To" and click match common app to Naviance. Follow instructions to match common app and Naviance. COMMON APP and NAVIANCE automatically sync once the programs are matched so any school that you add to Common App will be added to your Naviance account and sent to the respective college.	1. Log in to Naviance→ Go to the "Colleges" Tab→ Click on "Colleges I'm Applying to" (If you do not have a firm list, add the colleges you know now! You can always add more later) 2. Click on the blue + in the upper right corner of the screen. 3. Start adding colleges to the search bar that reads "which college are you applying to." Be sure to select the correct school and city. (Example- if you are applying to UMBC, be sure to select University of Maryland, Baltimore County and NOT University of Maryland, Baltimore). 4. Under App Type, select the intended deadline for your application. This is extremely important. Students MUST also verify that the deadline in Naviance matches the deadline on the college website. 5. Under "I'll Submit my Application" select "Direct to the Institution." 6. Under "are you planning to submit your SAT or ACT scores to be considered" select your current plan. THIS IS ONLY USED BY NAVIANCE FOR DATA COLLECTION. Students are responsible for sending test scores directly to the colleges. 7. Ignore the box that reads I've submitted my application. 8. Click ADD APPLICATION. 9. REPEAT ALL ABOVE STEPS FOR EVERY SCHOOL TO WHICH YOU PLAN TO APPLY.

REQUESTING TEACHER LETTERS OF RECOMMENDATION

*AFTER you have added your colleges to Naviance **AND** received verbal confirmation from your teacher that he/she will write your letter, follow these steps. This **MUST** be done at least 20 school days before your earliest college deadline!*

Click on this link to view screencasts on how to request teachers. Teachers CANNOT submit your letters without receiving this request.

- Log into Naviance** → Go to Colleges Tab → Click on Letters of Recommendation
- Go to the drop down to **select which teacher(s)** you want to send your letters of recommendation **AND** where you want them to send.
- Repeat the above step for your second teacher. (You must send a request to both of the teachers you are asking to write your letter and specify to which college they are sending.)

Important Information

- **For all November 1 College Deadlines:** The deadline to add colleges in Naviance and request teachers recommendations in Naviance is October 1.
- **Monitoring Transcript Submission:** Students can monitor transcript submission by going to “colleges i’m applying to” and viewing the office materials submission column. Students will see pending, in progress, or submitted in the office materials column indicating the transmission status. IGNORE THE TRANSCRIPT REQUEST COLUMN. THIS FEATURE IS NOT ACTIVE IN NAVIANCE.
- **Deleting an application from “Colleges I’m Applying to”:** If the transcript has NOT been sent to the college you wish to delete, the student can delete the application request on Naviance. If the transcript HAS been sent to the college, then the registrar must delete the college from “Colleges I’m Applying to.” Please notify the registrar if you decided not to apply to a college on your “Colleges I’m Applying to” list.