

2025-2026

SENIOR YEAR COLLEGE APPLICATION RESOURCE GUIDE

GRADUATION REQUIREMENTS

1. Required Steps for All Students

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 - i. How to create an account
 - ii. How to connect MAIA Learning to Common Application
 - iii. How to fill out the student sections of the Common Application
 - iv. Review application for completion
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 - i. How to log into MAIA Learning
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Applying to College: Common App

- **Create your Account**
 - Create your Common App account [Here](#).
 - Be sure to use your personal email, **NOT YOUR DPS EMAIL**, and use a password you can remember.
- **Connect Maia to the Common App** (Only required if you're using the Common App)
 - Go to the student dashboard
 - Click on Profile (top right corner) 
 - Click on Settings
 - Under Application Systems, Click on "Click to link your account"
 - Match your account using your common application email address
 - You will need to sign the FERPA Waiver
- **Complete the student part of the application on Common App**
 - There are two parts to the Common App.
 - The general application: It is filled out once and sent to each school.
 - *Once submitted, you cannot make any corrections to the schools in which that application was submitted.*
 - The school specific application: These are questions unique to a college and will be sent to those respective schools.
 - In order for your application to be complete, **BOTH** sections must be submitted.
 - When applying, **DO NOT** input information for your letters of recommendation unless it is for an **OUTSIDE/OTHER** recommender.
 - For school staff this will be done in MAIA Learning.
 - You are responsible for paying application fees online with a credit card.
 - However, your school counselors and Future Center college advisors may authorize requests for waivers from students who qualify. You can request a fee waiver on your Transcript Request Form for each school.
- **Check to make sure your application is complete**
 - Only complete applications are reviewed by the college! Make sure to check your student portal account at each College/University and your Common App account to ensure you have no missing materials/information.
 - If you are contacted by a college saying a document was not received, please email your counselor. It can take up to two weeks for a college to process the paperwork sent by your counselor.
- **Common App Help**
 - Need more help with your Common App? Use the link below!
 - <https://www.youtube.com/watch?v=rM2x2j03haU&t=4s>
 - Note: Personal statement max limit is 650.

Applying to College: Online Application (i.e., University of California Application, Apply Texas, and individual colleges' websites)

- **Log into [Maialearning.com](https://maialearning.com)**
 - Click Sign in with Google
 - You will use your DPS email
- **Enter in your College List**
 - Click on Universities
 - Click on Applying
 - Click on Add University, search for each individual college, and Click Add
 - Complete each field in each chosen college's box
 - **Must check the Transcript Request box for your counselor to be able to send your transcript!**
- **Complete the student part of the application online**
 - There is typically an "application checklist" for each college on the college's admissions website. This list usually includes information about what is needed for a complete application (i.e. the online application, supplemental essays/questions, transcripts, test scores, letters of recommendation, and an application fee).
 - You are responsible for paying application fees online with a credit card.
 - Your school counselors and Future Center college advisors may authorize requests for waivers from students who qualify. You can request a fee waiver on your Transcript Request Form.
- **Check to make sure your application is complete**
 - Only complete applications are reviewed by the college! Make sure to check your student portal account at each College / University and your Common App account to ensure it is 100% completed.
 - If you are contacted by a college saying a document was not received, please email your counselor. It can take up to two weeks for a college to process the paperwork sent by your counselor.
- **Programs with Additional Requirements**
 - Some programs/majors may require students to include additional materials/complete additional steps when filling out the application. These programs can often have earlier deadlines than the application itself.
 - Military Academies
 - Congressional Nomination
 - Fitness Assessment
 - Medical Qualification
 - Art Majors
 - Vocal/Instrumental Audition
 - Art Portfolio
 - Theatre Audition

Transcripts

- **Transcript Request:** Click the link below for your school counselor's name and fill out the google form completely for EACH college/university you are applying to.
 - [Nicholas Kresse-Bond](#) (A - Dei)
 - [Brenda Moreno Negrete](#)/McKenna (Del - Hi)
 - [Jonatan Hernandez](#) (Ho - Men)
 - [Gerald Avent](#) (Mer - Sal)
 - [Suzie Zamora](#) (San - Z)
 - [NCAA](#)
- **Counselor Recommendations**
 - Requests must be made at least 2 weeks before the deadline.
 - NCAA Division 1 and 2 college athletics requires you to submit your transcript at the beginning of your senior semester. Contact your coaches for more information.
- **Access Your Unofficial Transcript**
 - Click [HERE](#) for directions
- **Transcript Request Dates**

For Applications Due On...	Complete the Transcript Request Form and turn into your counselor BEFORE...
October 15, 2025	October 8, 2025
November 1, 2025	October 20, 2025
November 15, 2025 (CU Boulder EA)	October 30, 2025
December 1, 2025 (ALL U of California)	November 17, 2025
December 15, 2025	December 1, 2025
January 1-5, 2026	December 8, 2025 (due to winter break)
January 15, 2026 (S2 grades on transcript)	January 6, 2026
February 1, 2026 (S2 grades on transcript)	January 23, 2026
February 15, 2026 (S2 grades on transcript)	February 2, 2026

REMEMBER:

- You are responsible for meeting the deadlines for your colleges!
- Make sure to double check Financial Aid/Scholarship deadlines because those may come before the due date of the application.
- The sooner the better.... Research your schools and see how many students they accept from their Early Action/Early Decision applications versus Regular Decision
- **Once you have applied, make sure you follow the directions to set up a student portal account at each school so that you can check your application status, access institutional scholarship applications, and be aware of anything marked as missing.**

Letters of Recommendation

- **Teacher Letter of Recommendation**

- Check your college's website to determine if (and how many) teacher letters of recommendation are required
- Ask your teacher in person if they are willing to write you a letter. If yes...
 - 1) Universities
 - 2) Recommendations
 - 3) Select the teacher who has agreed to write your letter
 - 4) Upload the ["Northfield - Brag Sheet - Teacher Letter of Rec"](#)
 - 5) SAVE!

The screenshot shows the 'Recommendations' section of a student portal. On the left sidebar, 'Universities' is highlighted with a red circle and the number 1. The top navigation bar has 'Recommendations' circled in red with the number 2. Below the navigation bar, there is a search bar labeled 'Enter Recommender Name' with a red arrow and the number 3 pointing to it. To the right of the search bar is a 'Deadline for Recommendations' section with an 'Enter Date' field. Below the search bar is a 'Select Teachers for the Recommendation Letter' section with a list of teachers: Aaron Lowenkron (East High School), Aaron Shaffner (East High School), Abby Olsen (East High School), and Adam Gearing (East High School). Each teacher has a checkbox next to their name. A red arrow and the number 4 point to the list. To the right of the teacher list is a large dashed box for uploading the Brag Sheet, with the text 'Drag and drop Brag Sheet here or upload' and 'File size must be less than 2MB Allowed file types: PDF'. Below the teacher list and upload area is a text field labeled 'Enter a note for the recommender' with a red arrow and the number 5 pointing to it. At the bottom right are 'Cancel' and 'Save' buttons.

- You will add the deadline for the recommendation - **Use the college's admission deadline NOT your preferred deadline**
- **Students are unable to view teacher's letters of recommendation, as you are waiving your right to do so!**

- **Counselor Letter of Recommendation**

- Check your college's website to determine if they require a counselor letter of recommendation.
- Complete the ["Northfield - Brag Sheet - Counselor Letter of Rec"](#) and email it to your counselor
- Fill out the [Counselor Recommendation Request form](#)
- Make sure to ask your counselor in person first

- **Outside Letter of Recommendation**

- Counselors **CAN NOT** submit this for you
- This must be requested on your college application
 - On the Common App it can be found under "other recommenders"

- Typically, recommenders will receive an email to complete and submit the letter of recommendation.

Additional Information/Resources

- **Weekly Scholarship Highlights**
 - On your [Senior College and Career Resources](#) Schoology page, we highlight scholarships every Monday. Please refer to this [page](#) to see what opportunities are available to you.
- **Test Scores**
 - If you have test scores, you must send them directly from ACT (actstudent.org) and/or SAT (collegeboard.org). See the checklist on **EACH** of the college's websites to see what scores are required, if any, and how they should be sent.
 - SAT sign up www.collegeboard.org
 - ACT sign up www.actstudent.org
- **Denver Scholarship Foundation (DSF)** - The College Advisors from DSF use Schoology to share a lot of resources with students! On Schoology, you can book an appointment with an advisor, view scholarship resources, find helpful documents for college applications, financial aid, and more!
 1. Go to Schoology
 2. Click on Courses
 3. Click the Course "Northfield HS Future Center Senior Support 2024-2025"
 - Set up an appointment with Mr. Montez zmontez@denverscholarship.org or Ms. Andrade landrade@denverscholarship.org
- **Colorado Free Application Days** (Colorado Colleges and Universities waive application fees!)
 - October 7th - 9th, 2025
 - Student application is due.
 - Supporting documents (teacher and counselor letters, transcript) are due on the school's Early Action deadline
 - [Link to fee waiver codes](#)