**CNHS College Application Process**

**Before you Begin: Update Naviance**

* Update your email in Naviance!
  + Log in->”About Me” tab->”profile” link-> click the pencil next to the email address
* Complete the student brag sheet (About Me tab)
* Have a parent complete the parent brag sheet (About Me tab)
* Update your resume (About Me tab)
* List Potential Colleges in Naviance
  + Click on Colleges tab
  + Click on “colleges I’m thinking about” & update the list

1. **Apply**

**Apply online via college website *(most common)***

* Visit the college’s website, print off the college’s application checklist, set up an account, complete online application

**OR**

**Apply via Common Application (if applicable)**

* Visit [www.commonapp.org](http://www.commonapp.org) (see your counselor if you have questions)

1. **Send Your CNHS Transcript Electronically**

* Log in to Naviance
* Select “transcript/parchment” (left side of screen)
* Sign in to your Parchment Account (or sign up)
* Send Transcripts
  + Select your destination (FREE to US colleges)
  + Review and confirm transcript request
  + Review the “Delivery Destinations” to see if a **Secondary School Report** request was generated.
  + “Print This Page” for your records

\*\*If you are using Common Application your counselor will upload your transcript to Common Application. ALL OTHER transcript requests need to be made using Parchment.

1. **Request a Secondary School Report (SSR)**

Most colleges require counselors to complete a secondary school report (sometimes called a counselor page). There are different methods of requesting and submitting SSRs:

* **Indiana Colleges:**

When you request your transcript be sent to an Indiana college via Parchment, the request for your

counselor to submit a SSR to that college is automatically generated.

* **Out of State Schools**

Varies by college; see college website for details

* **Common Application**

“Invite” your counselor to complete the SSR via your Common Application account*.* ***If applying to a***

***college via Common Application, do NOT request a transcript via Parchment!***

1. **Submit “College Application Checklist” Form to Counselor**

**You must submit a CNHS College Application Checklist form (NEON PINK) for EVERY college you apply to.** This lets us know where you applied and what (if anything) we need to do so your application can be complete. All sections of the form must be complete before submitting!

1. **Submit SAT/ACT SCORES**

Although your SAT/ACT scores are likely on your CNHS transcript, most colleges now require the test scores be submitted directly from the testing agency. Visit the test website for more information:

SAT: [www.collegeboard.com](http://www.collegeboard.com)

ACT: [www.actstudent.org](http://www.actstudent.org)

1. **Request Letters of Recommendation**

**Letter of Recommendation Etiquette**

\*Start early, don’t procrastinate.

\*Complete all required documentation *prior* to requesting a letter of recommendation.

\*Send your recommender a thank you note.

**Counselor Letters of Recommendation**

* Complete Student Brag Sheet, Parent Brag Sheet & update resume.
* Submit “College Application Checklist” form to counselor
* Allow at least 10 school days for the letter to be written

**Teacher Letters of Recommendation**

* Fill out the “Request for Teacher Letter of Recommendation” form
* Meet with teacher to request the letter and submit the form
* Allow at least 15 school days for the letter to be written.

1. **Update Naviance (after applying to a college)**

* Log in to Naviance
* Click on Colleges tab
* Click on “colleges I’m thinking about”
* Select the colleges you applied to and then click “Move to Application List”
* Click on the pencil near the right side of the screen
* Check the box next to “I have submitted my application” then click “Update Applications”.

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**“How do I know if my transcript was sent?”**

You can track transcript requests via your Parchment account. You can see when the transcript was submitted by North and when the college downloaded the transcript.

**“How do I know if my counselor submitted the Secondary School Report?”**

Your counselor will track items sent to colleges in Naviance. Look at the “Colleges I’m Applying To” tab and under the column: “Office Status” . Once your counselor submits the required documents this column will read “Initial materials sent”

**“How does my college find out about my dual credits?”**

Sending a CNHS transcript to a college will NOT enable the college to accept any dual credit courses you may have taken. In order to receive credit for dual credit courses you will need to request the college (Ivy Tech, IUPUC, etc) send your college transcript to the college you plan to attend!

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***Striving For Accuracy***