CNHS College Application Process

1. 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 this list

2. Apply

Determine if you are applying to any schools who use Common Application; if so, decide if you will use Common Application

- under "colleges I'm thinking about" in the "Delivery type" column, you will see: [CA] if the school utilizes the Common Application

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Apply online (non-Common Application)

- Visit the college's website, print off the college's application checklist, set up an account, complete application

OR

Apply via Common Application (if applicable)

- Visit www.commonapp.org (see your counselor if you have questions)

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3. Send Your CNHS Transcript

- Log in to Naviance
- Select "transcripts" (left side of screen)
- Sign in to your Parchment Account (or sign up)
- Send Transcripts
  - Select your destination (most are free)
  - 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

4. Request a Secondary School Report

Most colleges require counselors to complete a secondary school report (sometimes called a counselor page). Many schools will accept these electronically (electronic secondary school report, or eSSR) through Parchment. **When you request a transcript, make sure when you review/confirm your transcript request you look to see if an eSSR was requested.** If the eSSR request was automatically generated, then you can note this on the CNHS College Application Checklist. If the eSSR request was NOT generated, you will need to print the form from the college's website.

5. Inform Your 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!

6. SAT/ACT SCORES

Although your SAT/ACT scores are likely on your CNHS transcript, many colleges now require the test scores are submitted directly from the testing agency. Visit the test website for more information:
SAT: www.collegeboard.com
ACT: www.actstudent.org

7. Letters of Recommendation

If your college requires a letter of recommendation, please allow 10 school days for the letter to be written.

For **counselor letters of recommendation**, you must complete the student and parent brag sheets in Naviance before your counselor will write the letter.

For **teacher letters of recommendation**, make sure you either attach the completed letter to your CNHS College Application Checklist OR, have the teacher submit the completed letter to the counselor. Please give your teacher a resume or other form to assist them in writing the letters.

8. 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"

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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 (and any other documents)?"

> 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"

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*Note on dual credit: 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!