

POST-SECONDARY APPLICATION PROCESS

April 6, 2021

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TONIGHT'S GOALS

01

NEXT STEPS IN THE PROCESS

The Senior Year Timeline!

03

APPLICATION PROCESS DETAILS

Requesting transcripts, required forms & processing your application materials

02

HOW TO SUBMIT APPLICATIONS



Requesting teacher letters of recommendations & staying organized

04

RESOURCES & SUPPORT

We've Got This, Lancers!



LET'S RECAP

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- → In Sophomore year, we explored the Post-Secondary Planning Process
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- → In our Fall program, we focused on the Post-Secondary Search Process and counselors held follow-up meetings with each student
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- → Our goal in working together for your child's future is in finding the right fit where your child will find success academically, socially, emotionally and toward their future career
 - ◆ 4 year college/university
 - ◆ 2 year college/university
 - ◆ Military
 - ◆ Employment
 - ◆ Gap Year Programs
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- → Tonight, we are highlighting the Post-Secondary Application process



NEXT STEPS IN THE PROCESS

Outlining your year ahead!





YOUR SENIOR YEAR PROGRAMS

- Senior Toolkit Screencast Series: August 2021
- Summer Application “Boot Camps”: August 2021
- College Admissions Reps visit LHS: September - November 2021
- Individual Senior Meeting with School Counselor: September - November 2021
- Financial Aid & Scholarship Program: October 2021
- LHS Instant Decision Day! November 2021



YOUR SENIOR YEAR TIMELINE

→ Fall/Winter 2021

- ◆ Meet with your School Counselor for your Senior Meeting
- ◆ Finalize college list and decide how to apply (EA, ED, REG). Update your list in Naviance notify your counselor!
- ◆ Complete standardized testing requirements
- ◆ Finish your essay and complete applications
- ◆ November: "Marking Period 1" grades - Senior Snapshot - OPTIONAL
- ◆ Look out for information about the LHS Instant Decision Day!
- ◆ December/January – notifications are sent to ED/EA applicants



YOUR SENIOR YEAR TIMELINE

→ Winter/Spring 2022

- ◆ Complete all applications
- ◆ End of January - request mid-year transcript
 - Sent to college/universities in mid-February
- ◆ If you receive a “deferred” decision, notify your counselor to discuss!
- ◆ March/April – notifications are sent to regular decision applicants
- ◆ Keep your School Counselor informed!
- ◆ May 1st – National Decision Day



02

SUBMITTING APPLICATIONS

Where to start and how to stay organized!

LET'S REMEMBER OUR APPLICATION OPTIONS

EARLY DECISION

A binding agreement; a student is committing to ONE school through an ED process.

EARLY ACTION

A non-binding, early application process.

RESTRICTIVE EARLY ACTION

While this is non-binding, a student can only apply to ONE school through REA.



LET'S REMEMBER OUR APPLICATION OPTIONS

ROLLING

Decisions are made and released on a rolling, ongoing basis.

PRIORITY

Applications are given early consideration, likely scholarship consideration.

REGULAR

Deadlines are in late-Fall/early-Winter and students are notified in March.







WHERE DO I START?

- Keep your list on Naviance updated. This is your “cheat sheet” on how you will apply!

Colleges I'm thinking about

+ Add Colleges to List

UPDATE INTEREST

College	Delivery type 
<input type="checkbox"/> James Madison University	
<input type="checkbox"/> ✦ University of Richmond	
<input type="checkbox"/> Vassar College	



→ “eDocs”



→ “Common App”

For ALL colleges that are eDocs or CA, supporting documents are sent through Naviance


WHERE DO I START?



- Create a Common App account after August 1, 2021.
- For colleges that do not use the Common App, determine how you will apply (either through the Coalition Application or directly on the college website through their application).
 - ◆ The large majority of schools are eDocs or Common App. Counselors and Teachers are able to submit all materials to colleges that are eDocs, Common App or Coalition App.

How Do I KEEP ORGANIZED?



- Determine an organizational system that will work best for you!
 - Naviance is your “hub” to keep you organized, informed and connected.
 - Visit our Applied Digital Skills Classroom’s “Organize College Information in Google Sheets” lesson.
 - Use [this planning tool](#) to help you stay organized. Modify this sheet for yourself to meet your application needs!
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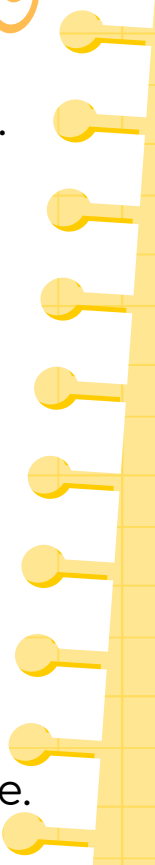
REQUESTING LOR's (STEP 1)



- Ask teachers in-person, in advance, for letters of recommendation (April - June is recommended).
 - ◆ The same one/two teachers provide to all schools. Do not ask different teachers for each individual school.
- Know how many letters are needed for each school.
- Complete the "Teacher Brag Sheet"
 - ◆ This is located in "Document Resources" in Naviance. Share this brag sheet with teachers before the summer.
- During the summer: organize teacher recommendation needs. Students will follow up with teachers with clear information for your applications, including deadlines, in the Fall.

REQUESTING LOR'S (STEP 2)



- Students must have his/her Senior Meeting with Counselor first.
 - During the Senior Meeting, colleges/universities are moved to the "Colleges I'm Applying To" list in Naviance (serving as the "Transcript Request")
 - After this is completed, students can request teachers LoRs in Naviance.
 - ◆ This connects students' applications with the teacher recommendation portal. Teachers can then submit their LoRs through Naviance directly to the college/university.
 - ◆ Students will provide teachers with their list of schools and deadlines (by emailing them the Teacher Recommendation Request Form) in addition to entering a request in Naviance.
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REQUESTING LOR's

- Livingston High School uses Naviance to send all letters electronically. Do not invite your teachers through Common App or the Coalition application. If you are using another application platform, check Naviance and with your counselor before inviting your teachers & counselor.
- ◆ [Example email](#) to send to teachers.
- ◆ Teacher Recommendation Request Form: send to teachers in the Fall, after your Senior Meeting with your school counselor, and after you have entered your teacher recommendation requests in Naviance.



- Looking ahead: Remember to thank your teachers!
- Send a thank-you note to the teachers who have supported your applications!
- Keep them updated as you hear back from your schools in senior year.



LET'S CHECK
IT OUT!

[Log In to Naviance Here](#)



ADDITIONAL APPLICATION PROCESS DETAILS



03

PROCESSING APPLICATIONS

- Parents must complete our College Authorization Form. Without this signed consent, the School Counseling office is not permitted to send your child's LHS transcript or any letters of recommendation to any outside agency.
 - ◆ Authorizes LHS to release records to colleges
 - ◆ Student agrees to waive access to letters of recommendation while at LHS
 - ◆ Why do we encourage you to waive your right to read letters of recommendations?
 - To maintain confidentiality and credibility
- To complete this form, email your child's School Counselor.

COUNSELOR MATERIALS

- Your School Counselor will process the following materials for each students' applications:
 - ◆ Counselor letter of recommendation
 - ◆ LHS Transcript (updated 6th semester GPA and senior year schedule)
 - ◆ [LHS School Profile](#) - updated annually
 - ◆ Secondary School Reports
 - ◆ Early Decision agreement, if applicable
 - ◆ Letters of recommendation for scholarships, if applicable
- At the time you first inform your Counselor of where you are applying (during the Senior Meeting, or a follow-up) , your Counselor has **15 school days** to submit all materials to each college/university.

COUNSELOR MATERIALS

- During your Senior Year meeting, or after, your School Counselor will update your “College’s I’m Applying To” list in Naviance.
 - ◆ This list serves as the final confirmation of where you are applying and what type of application you are submitting (i.e. ED, EA, Rolling, Regular, etc).
 - ◆ If you add schools to your list, you must inform your School Counselor immediately. Without informing your Counselor, materials will not be processed.
 - ◆ If you decide not to apply to a particular college/university, you must inform your School Counselor immediately.
 - ◆ Remember to update your School Counselor when you receive decisions from each college/university!

RESPONSIBILITIES



STUDENTS

- Add schools in Naviance to your "Colleges I'm Thinking About" list
- Meet LHS deadlines (15 days)
- Submit applications
- Submit standardized test scores
- Complete requests for teacher letters of recommendation (15 days)
- Remember your passwords

SCHOOL COUNSELING OFFICE

- Meet college deadlines (provided LHS deadlines are met)
- Send student's supporting documents: transcripts, secondary school report, counselor letter of recommendation, and school profile
- Update Naviance once materials have been sent



04

RESOURCES & SUPPORT

FINDING My "RIGHT FIT"

- Remember to focus on the following questions:
 - ◆ Where will I thrive after Livingston High School?
 - ◆ What factors of colleges/universities are the most important to me? To my family?
- Your "Right Fit" is not the same as someone else's; try not to compare yourself to others during this process. This is all about YOU!
- The philosophy of the LHS School Counseling department is to provide each student an individualized post-secondary search and application process.
- Our goal is to continue to focus on the right fit, the specific pathway, for what each student wants in life and how your counselor can help each student get there.

it Doesn't
matter what
others are Doing.
it matters what
YOU are doing.

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RESOURCES

- Your School Counselor
- School Counselor Schoology group
- School Counseling Newsletter
- School Counseling presentations
- Naviance
- [College Board](#)
- [ACT](#)
- Individual college websites
- College admissions counselors
- College visits & interviews
- Financial aid offices
- College visits at LHS (posted on Naviance)
- College fairs in and around Livingston
- LHS Instant Decision Day



THANK YOU!



Do you have any questions?
Contact your School Counselor!



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