

IMPORTANT INFORMATION FOR SENIORS

The [Common Application](#) will be available on August 1, 2011. Please set up your Common Application account and begin the application, but do not submit anything electronically until school begins. If any of the colleges you are applying to is NOT on the Common Application, check the specific college's website and follow the directions for applying.

Naviance Directions

The Guidance Department will be submitting your transcript and counselor letter of recommendation electronically. Please follow these directions to facilitate the process:

- 1) Sign into Naviance and click on "Colleges I'm applying to"
- 2) The first time that you do this the FERPA Consent form will appear. You will only need to complete this form once.
- 3) Waive your right and authorize release.
- 4) Type in your "Common Application User Name and Password" (The User Name and Password must be correct in order to submit your transcript).
- 5) Press submit.
- 6) You can then add the names of the colleges that you are applying to into the "**Colleges I am applying to**" section

Note: *If the college accepts the Common Application, you must use the Common Application*