



New Albany High School
**2021 College Application
 Process for Seniors**
Step by Step Guide

NAHS School & College/Career Counseling Department

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	Counseling Dept. Secretary	614-413-8310

NAHS Counseling Webpage: <https://www.napls.us/Page/4168>

Counselor Drop-In Help Days in College/Career Center
 Someone is always available!

Monday	Mrs. Cuthbert
Tuesday	Mrs. Drugan
Wednesday	Mrs. Kirtland (College/Career Asst)
Thursday	Mrs. Wheeler
Friday	Mrs. Horning

New Albany High School CEEB Code: 363630

5 ACTION STEPS

1. BUILD A LIST
2. SEND TEST SCORES
3. COMPLETE APPLICATIONS
4. TURN IN TRANSCRIPT RELEASE FORM
5. GET LETTERS OF RECOMMENDATION (if needed)

ACTION 1 BUILD A GREAT LIST!

Have you identified schools you could see yourself attending? Do you have two safe schools you're sure will admit you & you would be happy to attend?

Most students apply to 4-8 colleges, we want you to have choices.

In Naviance, ADD colleges to your list on the “*Colleges I am Thinking About*” tab **include ALL colleges you plan on applying to.** See your counselor to review your list.

Meet with visiting College Representatives! Sign up through Naviance and also virtual online visits are available via college websites.

ACTION 2 SEND TEST SCORES TO COLLEGES IF REQUIRED

How to send scores to colleges requiring official ACT & SAT score reports? To send test scores to colleges, log into your ACT or College Board accounts and follow the prompts to send the reports. ACT & College Board send score reports in batches. It is not an immediate process. To assure your scores are received by the college deadlines, order reports well in advance!

ACT: www.actstudent.org

SAT, Subject Tests, AP: www.collegeboard.org

Note: ACT, SAT, SAT Subject Tests & AP scores are NOT listed on NAHS transcripts.

ACTION 3 COMPLETE APPLICATIONS

Be mindful of deadlines!!!!

You can apply to nearly all colleges online.

- a) Apply directly through the college website **OR**
- b) Apply using The Common Application www.commonapp.org
- c) Apply using The Coalition Application www.coalitionforcollegeaccess.org

COMMON APP ESSENTIAL INSTRUCTIONS

The following steps **MUST** be completed **BEFORE** your counselor can send any materials and before moving onto ACTION STEPS 4 & 5.

Create an account www.commonapp.org (make a note of your user name and password)

- Make sure your email in Common App and Naviance **ARE THE SAME!** -

Information requested on Common Application High School Details, Counselor Information and Courses & Grades

High School Name	New Albany High School
High School Address	7600 Fodor Road New Albany, OH 43054
CEEB Code	363630
Graduation Date	May 29, 2021
Graduating Class Size	400
Counselor Job Title	School & College Counselor
Counselor Telephone #	614-413-8300
GPA Scale (select from dropdown menu)	4.0
GPA Weighting (select one)	Weighted
Class Rank Reporting (select one)	None, NAHS does not report rank
Course Scheduling System (select one)	semester

IMPORTANT STEPS: Linking Common Application to Naviance

1. COMMON APPLICATION

- Log on to your Common App account www.commonapp.org
- Go To **College Search Tab** -add colleges that you are applying to
- Go to **Education Tab** -add NAHS as your high school
- Go to **My Colleges** -sign FERPA

2. NAVIANCE

On Naviance, link/match your Naviance Account to your Common App Account!

Log onto your Naviance account <https://student.naviance.com/new-albany>

- Go to “**Colleges I’m Applying To**”
- In the box at top of page, click on “**Match Accounts**”
- Enter your Common App email and your birthdate in boxes at bottom of page.
- Click “**Match Accounts**”
- Common App schools should now appear on your *Colleges I’m Applying To* list.

See Mrs. Kirtland in College Center if you need help logging into Naviance.

ACTION 4

REQUEST TRANSCRIPT VIA NAVIANCE*

***IMPORTANT: ALL STUDENTS MUST HAVE PARENT PERMISSION GIVEN THROUGH THE 2020-2021 NEW ALBANY HIGH SCHOOL TRANSCRIPT RELEASE FORM (Google Permission Form) BEFORE ANY TRANSCRIPTS CAN BE SENT TO COLLEGES! (contact Mrs. Kirtland in College Center to verify this step is complete)**

Requesting a transcript by following the instructions below, signals your counselor to prepare and send required materials such as counselor evaluation/school forms, your transcripts, school profile, etc. to the ***colleges you indicate***.

2020-2021 NAHS Processing Deadlines

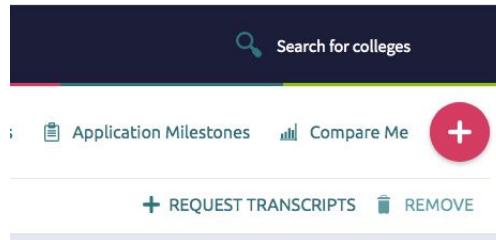
College/University Application Deadline	NAHS DEADLINE TO REQUEST TRANSCRIPT (submit request via Naviance).
October 15	September 19
November 1	October 2
December 1	November 6
Jan 1 through Mid-Jan.	November 14

STUDENTS MUST MEET NAHS PROCESSING DEADLINES!

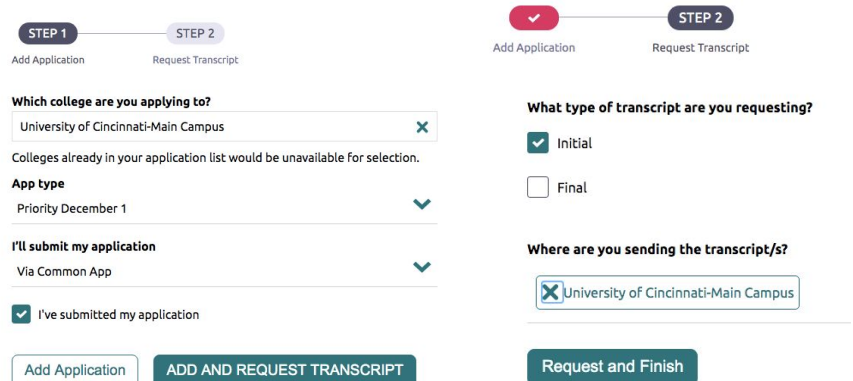
**Allow 3 weeks MINIMUM for NAHS staff to process materials
BEFORE the college or scholarship deadline!**

How to Request Transcripts via Naviance:

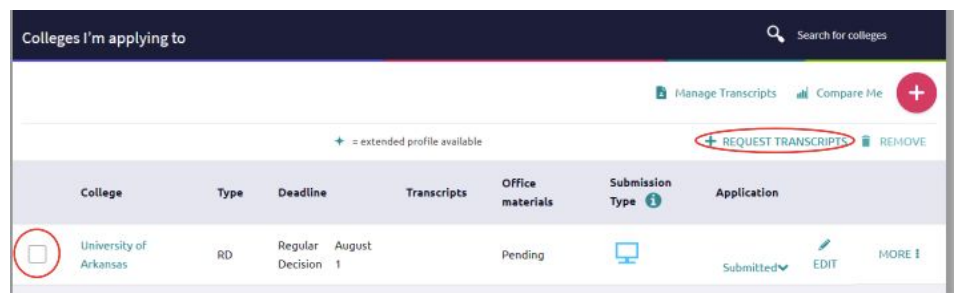
- Log onto your Naviance account: <https://student.naviance.com/new-albany>
- Click on the “Colleges” tab at the top right of the Naviance Student homepage and Click on “**COLLEGES I’m applying to**”
 - you may search for additional schools to add to your list by clicking on the pink “+” button on the right and then typing in the college you want to search for:



- When you add schools, be sure you do the following:
 - Complete the required drop downs and check the box to ‘ADD AND REQUEST TRANSCRIPT’ in Step 1
 - Check Initial transcript and “REQUEST AND FINISH” to finalize the request in Step 2



- Note: If you have previously added colleges you are applying to and did not originally request a transcript, you may do so now by checking the box next to the college and then clicking “+ request transcripts”



- Unsure if your transcript has been sent? You may always click on “Manage Transcripts” to see the status of your transcript request. ***This request is still pending:***

The screenshot shows a web interface titled "Manage Transcripts". At the top right, there is a search bar labeled "Search for colleges" and a link for "College Applications". Below this, a section titled "Transcript Requests" includes a brief instruction: "Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications up to date so that you can request the right transcript at the right time." To the right of this text is a red circular button with a white plus sign. Below the instruction is a table with the following data:

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
29893230	The University Of Akron Main Campus	College App	07/23/20	05/01/21	Pending	-	-	

STUDENT ATHLETES: Thinking of playing a Division I, II or III sport in college? The first step is to register with the NCAA Eligibility Center. Then request a **Transcript Release** via email request to Kim Kirtland.

ACTION 5 only if needed RECOMMENDATION LETTERS

Important Notes:

- **Please be aware that many colleges DO NOT require recommendation letters** such as OU, Kent, BGSU, Akron, OSU Newark, and two is often the most that are required. Please DO NOT request a letter if your colleges do not ask for a letter and DO NOT ask for more than will be accepted by the college(s)! Many colleges will limit how many you are allowed to send.
- **ONLY NAHS staff can send letters through Naviance.** If your recommender is not on NAHS staff, provide them with an addressed, stamped envelope to mail the recommendation letter directly to the college. Include a hard copy of any forms required.
- NAHS does not release recommendation letters to students.
- Teachers spend a lot of time outside of school hours to write on the behalf of our students. Please use your very best, most genuine manners when asking for letters and for showing gratitude.
- Feel free to provide teachers a copy of a resume or a list of your activities, sports, volunteer service, your intended major (even if undecided), etc.

LETTERS OF RECOMMENDATION PROCESS

Please read all of the steps below BEFORE requesting.

1. Research each college to see how many letters, if any, are required for admission.
2. Ask your teacher(s) IN PERSON if they would write a positive letter of recommendation.
3. Common App Schools? Match your Common App with Naviance (see STEP 3). Your Common App schools will appear in Naviance on the “Colleges I’m Applying To” tab.
4. Non-Common App schools? You will need to manually add non-Common App schools onto your “Colleges I’m Applying To” list *before* you can request any letters.
5. Log into Naviance. Select the **Colleges** tab at the top of the page, select “**Colleges Home**”.
6. Under the “**Apply to Colleges**” section at the bottom left of the page, click “**Letters of Recommendation**”.
7. Click **Add Request**
8. Select a teacher*
9. Select the option “choose specific colleges” from your *Colleges I’m Applying to* list. Note how many letters of recommendation are required for each college. **Please DO NOT select the option, “All and Future colleges I add to my *Colleges I’m Applying To* list”.**
10. Select which colleges you want that teacher to write letters for.
11. Optional: Include a personal note if you want.
12. Submit Request.
13. If you need more than one letter of recommendation from a teacher, click Add Request to add another teacher. *Common App schools will only let you request the # of letters they accept/allow.*

Once you complete your 5 Action Steps, CONGRATULATIONS!



*you
did it!*