

A **GLOBAL DISTRICT**  
IN A **GLOBAL CITY**



**COLLEGE 101**

**EAST EARLY COLLEGE  
HIGH SCHOOL**

# SESSION OVERVIEW

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- College Admissions Process
- College Affordability
- Naviance Student Portal



# COLLEGE ADMISSIONS PROCESS

*“HOW CAN I ASSIST MY STUDENT THROUGH THE COLLEGE PROCESS?”*



# BUILDING A COLLEGE LIST: “REACH” “TARGET” “SAFETY”

- **Reach School** - A college or university where a student's academic profile is below the institution's admission requirements. Although they do not meet the requirements, their academic profile is not too far outside the average admit range.
  - Example: A student's Dream School they would love to attend in the fall but do not meet admissions requirements
- **Target School** – A college or university where a student's academic profile meets 1 or 2 admission requirement, but not all of them. There is a possibility of gaining admission.
  - Example: Applicant may meet the testing requirement, but their GPA is below the admission requirement.



# SAFETY SCHOOL = ASSURED ADMISSIONS


- **Safety School** - A college or university where a student met all the admission requirements. Potentially gain automatic acceptance to the institution based off their academic profile.
  - Example: you have met SAT/ ACT requirements, GPA, and quartile.
- Having a list of Safety Schools will guarantee
  - Automatic entrance to the college or University (Students will receive an acceptance letter).
  - A safety school will give students the option to select the college or university they would like to attend.





# WHAT IS “ASSURED ADMISSIONS” IN TEXAS?

**Assured admission** is based on the required combination of the high school class rank and college entrance test scores as indicated below. The State of Texas guarantees automatic admissions to all state-funded universities in the state.



Launch HISD

Automatic Admission Requirements 2018-2019							
	Top 6%	Top 7-10%	Top 11-25%	Top 26-50%	Top 51-75%	Top 76-100%	Notes
	1st Quarter			2nd Quarter	3rd Quarter	4th Quarter	
	SAT/ACT	SAT/ACT	SAT/ACT	SAT/ACT	SAT/ACT	SAT/ACT	
University of Texas	No Min	Review					
University of Texas-Dallas	No Minimum	Review					
Texas A&M University	No Minimum	1360/30	Review				
Texas A&M University-Galveston	No Minimum	1360/30	Review				
Texas Tech University	No Minimum	1180/24	1260/26	1290/27	Review		
University of Houston	No Minimum	1080/21	1170/24	Review			
University of North Texas	No Minimum	1030/20	1130/23	1250/26	Review		
University of Texas-Tyler	No Minimum	1020/20	1060/21	1100/22	1130/23		
Texas State University	No Minimum	1000/20	1090/22	1250/26	1330/29		
Lamar University	No Minimum	930/18	1010/20	1080/21			
Stephen F. Austin State University	No Minimum	930/17	1030/20	1170/24	Review		
Angelo State University	No Minimum	900/17		Review			
Texas A&M University-Kingsville	No Minimum	830/15	910/17	1030/20	1140/23		
Texas Southern University	No Minimum	GPA>2.5 and 900/17				Review	
Prairie View A&M University	No Minimum	800/15	GPA >2.75 and 800/15				
University of Texas-San Antonio	No Minimum		1170/24	Review			
University of Texas-Arlington	No Minimum		1130/22	Review			
Texas A&M University-Corpus Christi	No Minimum		1080/21	1170/23	1270/27		
Texas Woman's University	No Minimum		1080/21	Review			
Midwestern State University	No Minimum		1070/21	1140/23	1180/24		
Texas A&M University-Commerce	No Minimum		1060/21				No min for top 30%
Texas A&M International University	No Minimum		980/19	980/19	980/19		No min for top 40%
West Texas A&M University	No Minimum		940/18	1060/21	1130/23		Min GPA of 2.0
University of Texas El Paso	No Minimum		930/18	970/20	990/21		

\*Students with assured admissions must “file complete” with each college to receive a formal acceptance.

**\*Students with assured admissions must “file complete” with each college to receive a formal acceptance.**



# ASSURED ADMISSION VS. HOLISTIC REVIEW

## Assured Admission

Guaranteed admission based on class rank and/or test score (i.e., top 10%)

- Students who are “file complete” and are guaranteed admission, will receive an acceptance letter from any Texas public institution.



## Holistic Review

Admission based on the review of all application items

- GPA/Rank
  - Academic Rigor
- SAT or ACT score
- Resume
  - Extracurricular activities
  - Leadership experiences
  - Talents Awards
- Essays
- Letter(s) of recommendation
- Interview(s) (**more selective institutions**)

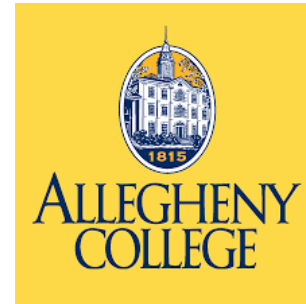


# WHAT ARE TEST OPTIONAL SCHOOLS

- A test-optional admissions policy means some applicants can choose not to submit SAT or ACT scores. The rules vary per college. Some colleges may require applicants to provide supplemental information in place of test.

## Benefits

- Admissions flexibility for students who do not test well  
(i.e., students with strong GPA and low test scores)
- Focus on other portions of the application  
(i.e., extracurricular activities, experiences, personal statement)



THE UNIVERSITY OF  
CHICAGO

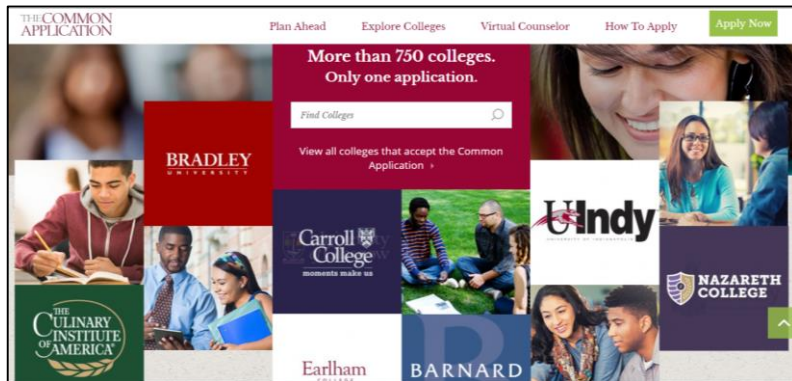




# MOST COMMONLY USED APPLICATION PLATFORMS

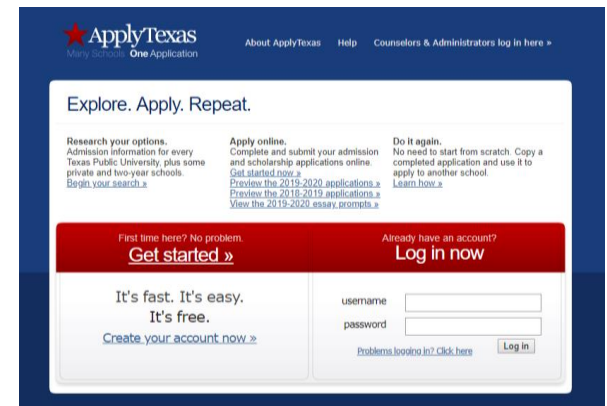
## The Common Application

- **Explore** – Research on 750 colleges and universities from across the world.
  - 13 Texas Public and Private institutions are affiliated with The CommonApp.
- **Apply** - Complete and submit an application to your choice institution .
- **Repeat** - Apply to more institutions using ONE application.
- The Common Application include 2 main components:
  - The Common Application Profile.
  - Supplemental College Application (*requirements varies by college*).



## ApplyTexas Application

- **Explore** - Search 2-year and 4-year institutions in Texas.
  - All Public Texas institutions
  - 21 Private Texas institutions
- **Apply** - Complete and submit an application to your choice institution .
- **Repeat** - Apply to more institutions using the same application.
- Apply for scholarships and submit college application essays.\*



# COLLEGE ADMISSION REVIEW PROCESS

## STUDENTS: WHICH COLLEGE ADMISSION PROCESS BEST SUITS YOU?

Non-Restrictive Application Plans			Restrictive Application Plans	
Regular Decision	Rolling Admission	Early Action (EA)	Early Decision (ED)	Restrictive Early Action (REA)
<b>DEFINITION:</b> Students submit an application by a specified date and receive a decision in a clearly stated period of time.	<b>DEFINITION:</b> Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.	<b>DEFINITION:</b> Students apply early and receive a decision well in advance of the institution's regular response date.	<b>DEFINITION:</b> Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early.	<b>DEFINITION:</b> Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm.
<b>COMMITMENT:</b> NON-BINDING	<b>COMMITMENT:</b> NON-BINDING	<b>COMMITMENT:</b> NON-BINDING	<b>COMMITMENT:</b> BINDING	<b>COMMITMENT:</b> BINDING
Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.			Students are responsible for determining and following restrictions.	



(NACAC, 2016)



# WHAT DOES IT MEAN TO BE “FILE COMPLETE”

- **Complete Admission File** - An applicant is considered “file complete” once the application and ALL required documents are submitted. Files must be received on or before the institution’s admissions deadline.
- **Required documents** (*\*if applicable*)
  - Essay
  - Application fee/Fee waiver
  - Official high school transcript
  - Official test scores (SAT/ACT/ SAT Subject Test)
  - Permanent Resident Card or I-551\*
  - Senate Bill 1528 Affidavit\*
  - Letter of Recommendation

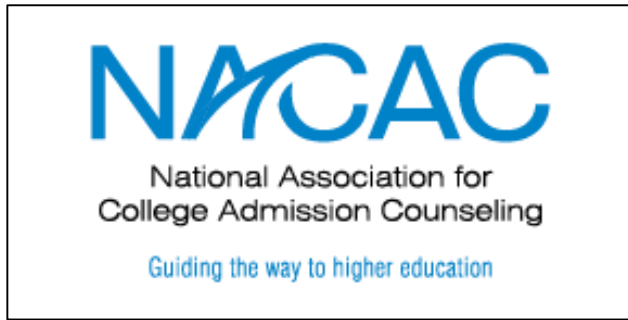




## COLLEGE APPLICATION FEES WAIVERS



# TYPES OF COLLEGE APPLICATION FEE WAIVERS



## NACAC College Application Fee Waiver

- There is not a maximum number of NACAC Fee waivers a student can use, but NACAC recommend limiting the use to no more than **FOUR** waivers.



## College Board College Application Fee Waiver

- If you registered **and** took the SAT test using an SAT fee waiver, then you are **automatically** eligible to receive **FOUR** college application fee waivers.
- College application fee waiver forms are available once you receive your SAT scores. The fee waiver forms will be located on your online CollegeBoard accounts.



# APPLYTX APPLICATION FEE WAIVER REQUEST

## IMPORTANT

- Most schools require specific documentation. Check the institution's website for specific instructions.
- Some institutions do not offer fee waivers. Please follow up with the institution for further information.

application fee information

Your application fee for the Fall 2019 semester is \$ 60.00

After your online payment has been successfully processed, this application will be automatically submitted for you. You will no longer be able to edit it on this site. Please contact Texas A&M University for any changes after submission.


The application fee is non-refundable.

pay your application fee - **REQUIRED**

Select your method of payment. You may pay online via ApplyTexas with a credit card or opt for a different method of payment.

Please contact the institution to which you are applying for criteria for being ap

Application fee method of payment:



- ☐ MasterCard
- ☐ VISA
- ☐ American Express
- ☐ Discover
- ☐ Check or Money order
- ☒ Request for fee waiver

*Most schools require specific documentation. Check the website of your chosen school for specific instructions. Please note that some institutions do not offer fee waivers. Please follow up with the institution for further information.*

If you want to use a fee waiver for your ApplyTX Application, select **“Request for fee waiver”** on the proper screen.



# THE COMMON APP FEE WAIVER

## ▼ Common App Fee Waiver

Our member colleges want to make sure fees do not pose a barrier for any student applying for admission. Do you feel that your financial circumstances might qualify you for an application fee waiver? \*

☒ Yes

☐ No

[Clear](#)

If you want to use a fee waiver for your Common Application, select “**Yes**” on the proper screen.

- Indicate what qualifies you for a fee waiver (i.e. SAT/ACT fee waiver, free or reduced lunch, etc.) and type your name.
- Your fee waiver is **NOT** approved until your **counselor approves it in Naviance**. This is your responsibility to make sure this is complete.

You must meet at least one of the following indicators of economic need to qualify for an application fee waiver. Select all that apply: \*

- ☐ I have received or am eligible to receive an ACT or SAT testing fee waiver
- ☐ I am enrolled in or am eligible to participate in the Federal Free or Reduced Price Lunch program (FRPL)
- ☐ My annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service
- ☐ I am enrolled in a federal, state, or local program that aids students from low-income families (e.g., TRIO programs such as Upward Bound)
- ☐ My family receives public assistance
- ☐ I live in federally subsidized public housing, a foster home or am homeless
- ☐ I am a ward of the state or an orphan
- ☐ I can provide a supporting statement from a school official, college access counselor, financial aid officer, or community leader

I certify that I understand and meet the eligibility requirements to request an admission application fee waiver. I also understand if I am a first year student my counselor will be asked to verify my eligibility.

Fee Waiver signature: \*



# STANDARDIZED TESTING

## SAT

### *College Admissions Process*

- No point penalty for wrong answers
- 2 Sections
  - Evidence Based Reading and Writing
  - Math
  - Optional Essay (*Strongly recommended*)
- Score: Min 200, Max 800 - per section
- Length: 3 hours and 50 minutes
- **Send your own scores**
- Costs \$54.50
  - Waivers available for students on free/reduced lunch

\*Students on free/reduced lunch can send an unlimited amount of score reports.

## ACT

### *College Admissions Process*

- No point penalty for wrong answers
- 4 Sections
  - English
  - Math
  - Reading
  - Science
  - Writing optional (*Strongly Recommended*)
- Score: Scale of 1-36
- Length: 3 hours and 50 minutes
- **Send your own scores**
- Costs \$56.50 w/writing
  - Waivers available if on free/reduced lunch

## TSI

### *Placement Test*

The **T**exas **S**uccess **I**nitiative (TSI) Assessment is to determine if a student is ready for college-level work in the areas of **reading**, **writing**, and **math**. Success in these areas can help the student complete their college degree or certificate program.



# **COLLEGE AFFORDABILITY**

*DON'T LET THE PRICE TAG SCARE YOU!*



# KEY COLLEGE AFFORDABILITY TERMS

- **Financial Aid** – refers to money awarded to students to help pay for college.
- **Scholarship** – money awarded to students based on academic or other achievements to help pay for education expenses. Scholarships generally do not have to be repaid.
  - **Need-based scholarships** are awarded based on a student's family income. Grades and test scores have no bearing on this.
  - **Academic (Merit) scholarships** are based on a variety of components, such as your performance and involvement in high school.
- **Subsidized Loan** – a loan based on financial need for which the federal government generally pays the interest that accrues while the borrower is in an in-school, grace, or deferment status.
- **Unsubsidized Loan** – a loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.
- **Verification** – the process your school uses to confirm that the data reported on your FAFSA form is accurate. Your school has the authority to contact you for documentation that support income and other information that you reported.
- **Work-study** – a federal student aid program that provides part-time employment while you are enrolled in school to help pay for educational expenses.

*See handout for additional terms.*



# CHECK YOUR KNOWLEDGE

What makes up the sticker price of a college?



# WHAT DOES COLLEGE COST?



**Tuition & Fees:** The amount a student pays for college classes and any extra fees.



**Books & Supplies:** Textbooks needed for each class and any additional supplies or required materials



**Room & Board:** The cost for living on campus and eating meals on campus.



**Personal & Transportation:** Any additional expenses such as laundry, cell phone service, going out money, and flights home throughout the year.

**= Cost of Attendance**





# COST OF ATTENDANCE

## DIRECT COSTS

- Tuition and Fees
- Room and Board



## INDIRECT COSTS

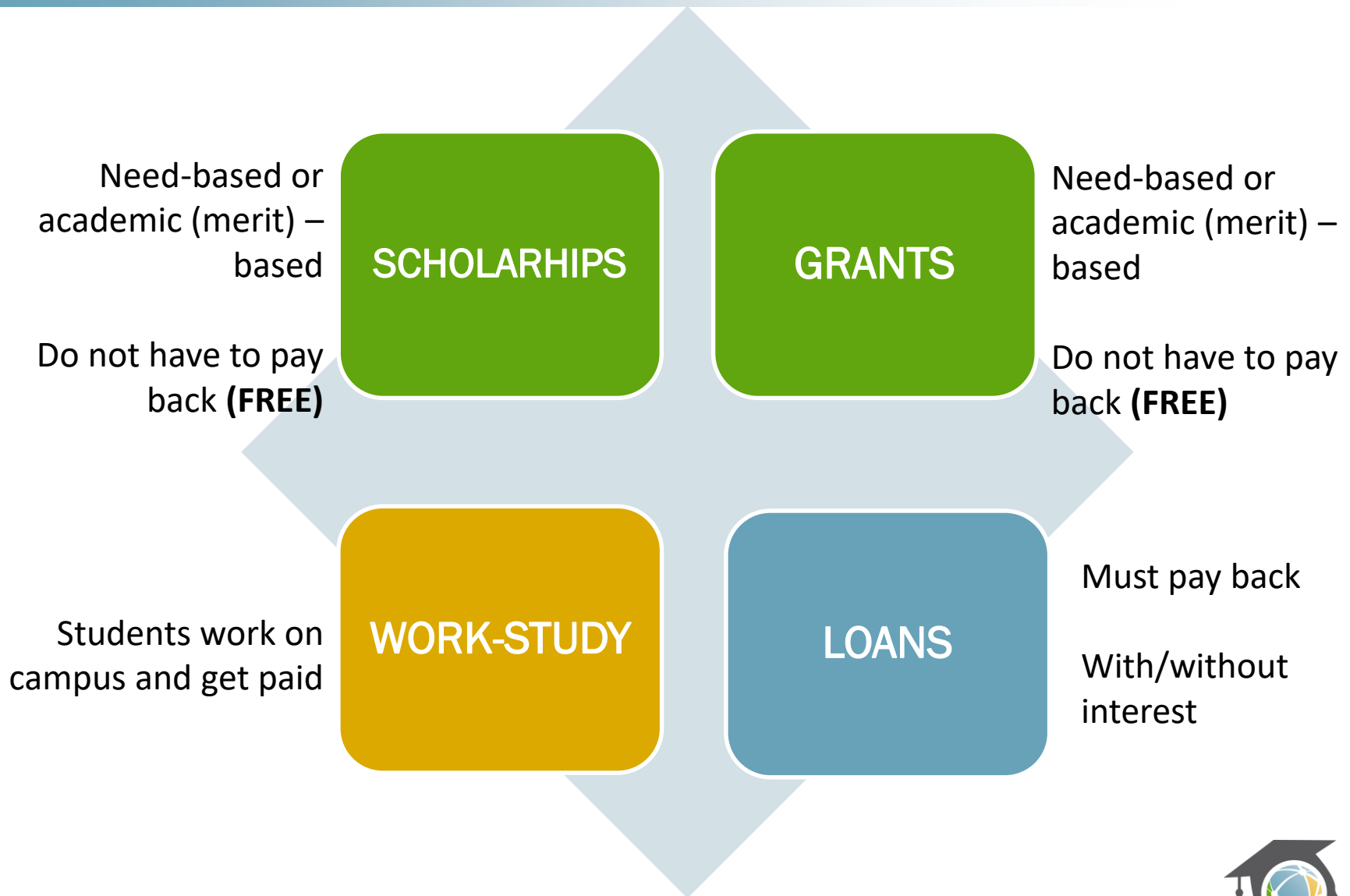
- Books and Supplies
- Travel Expenses
- Miscellaneous or Personal Expenses

**Direct Costs + Indirect Costs = Cost of Attendance**

Direct Costs, on average, are the primary items included in the student bill.



# TYPE OF FINANCIAL AID



# STEPS TO HAVING A SUCCESSFUL FINANCIAL AID PROCESS

1. Gather Information
2. Determine Dependency Status
3. Create FSA ID
4. Apply for Financial Aid
5. Review Student Aid Report
6. Verification Steps & Updates



# TYPES OF FINANCIAL AID APPLICATIONS

## FAFSA

- US Citizen
- Permanent Resident
- Refugee or Asylum
- Visa (please check website for eligible Visa requirements)

OR

## TASFA

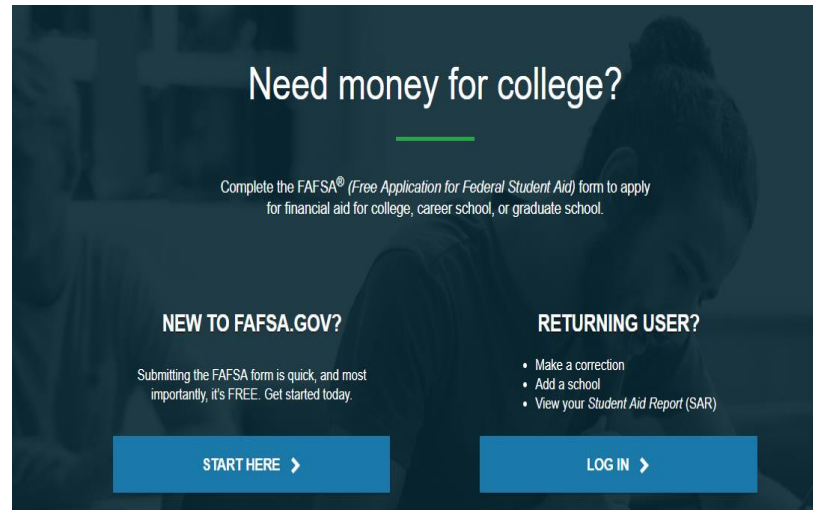
- TX Resident (3+ years)
- HS Grad/GED
- Temporary Residents (DACA/Work Permit)
- Undocumented Students

## CSS PROFILE

- Non-federal financial aid over 400 colleges/universities.
- All students can complete the application
- Not required by all institutions\*
- \$25 Initial application fee, \$16 for Additional Reports\*
  - *For eligible students, the CSS Profile waiver will cover ALL applications and reporting fees.*
- Collegeboard Account Required



# FREE APPLICATION FOR FEDERAL STUDENT AID



FAFSA = **Free** Application for Federal Student Aid

- Web page – [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Application opens **October 1st**
- Parent(s)/Student's social security number
- Permanent resident card (If applicable)
- Parent(s)/Student's date of birth
- 2017 Parent(s)/ Student's tax information\*
- Selective Service is **MANDATORY** for male students completing the FAFSA



# CREATE FSA ID

The FSA ID is a username and password that must be used to log in to your FAFSA account.

The screenshot shows the FAFSA login page. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this is a 'Login' header. The main content area is titled 'Log in to the FAFSA'. It contains a paragraph explaining that only students can use their FSA ID to log in, while parents and others can start a FAFSA form or correct a student's form using a 'Save Key'. There are two radio buttons: 'I am the student' (selected) and 'I am a parent, preparer, or student from a Freely Associated State'. A 'NEXT' button is at the bottom right. A small box in the top right corner indicates 'Form Approved' with the number 'OMB No. 18-45-0002' and 'App. Exp. LOGNLOGIN00518'. At the bottom, it says 'Site Last Updated: Sunday, July 22, 2018' and '©2010 fafsa.gov. All rights reserved.'.

This screenshot shows the same FAFSA login page but with a red circle around the 'Create one' link in the text 'Don't have an FSA ID? Create one or login using the student's identifiers.' Below this, there are two input fields: 'The student's FSA ID or username (verified E-mail Address)' and 'The student's FSA ID Password'. Each field has a 'Forgot' link next to it. A 'NEXT' button is at the bottom right. The 'Form Approved' box is also present in the top right corner.





# TEXAS APPLICATION FOR STATE FINANCIAL AID

## Student requirements

- Paper Application - [collegeforalltexans.com](http://collegeforalltexans.com)
- Application available **October 1<sup>ST</sup>**
- Student's date of birth
- Student's 2017 Tax Information (*if applicable*)
- IRS Non-Filer Letter (*if applicable*)
- SB 1528 Affidavit
- Student university ID # for each college
- Selective Service Registration Card (*male students*)

A copy of application and supplemental documents should be sent to **EACH** college applied to.

## Parent Requirements

- Parent date of birth
- Marriage Date (*if applicable*)
- 2017 Income Tax Return & Tax Transcript
- IRS Non-Filer Letter (*if applicable*)

Parent information is **required** unless student is classified as independent.

2018-19 TASFA				
Texas Application for State Financial Aid				July 1, 2018 – June 30, 2019
<p>The Texas Application for State Financial Aid (TASFA) is used to collect information to help determine eligibility for state financial aid programs that are administered by institutions of higher education in the state of Texas. Students that are classified as a Texas Resident who cannot apply for federal financial aid using the Free Application for Federal Student Aid (FAFSA) are encouraged to complete the TASFA. To review the FAFSA filing requirements, visit <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> or visit the financial aid office at the institution you plan to attend for the 2018-19 award year. Please note that Texas Residency can only be determined by the institution that you plan to attend. This application cannot be used to determine your state residency status or final eligibility for state aid.</p> <p>To complete this application, each item within the applicable sections must be answered. <b>For clarification on specific items, please reference the Notes section. If you have further questions, contact the financial aid office at your institution.</b></p> <p>Texas state priority deadline for many institutions of higher education is <b>March 15, 2018</b> for the 2018-19 award year. It is recommended that applicants complete and submit this application and any other required documentation to the financial aid office prior to the state priority deadline date.</p>				
<b>STEP ONE: STUDENT INFORMATION</b> (See Notes for questions 5-6)				
1. Last Name	2. First Name		3. M.I.	
4. Date of Birth	5. Social Security Number or DACA # or Not Applicable <input type="checkbox"/>		6. College Student ID	
7. Permanent Mailing Address				
8. City	9. State	10. Zip Code	11. Phone Number	
12. Email Address			Alternate Email:	



# COLLEGE SCHOLARSHIP SERVICE



## CSS PROFILE

Non-federal financial aid over 400 colleges/universities.

All students can complete the application

Not required by all institutions\*

\$25 Initial application fee, \$16 for Additional Reports\*

*For eligible students, the CSS Profile waiver will cover **ALL** applications and reporting fees.*

Collegeboard Account Required



# SUBMITTED, NOW WHAT?

- Verify that financial aid application has been processed successfully
- Review Student Aid Report (SAR) for EFC or mistakes
- Follow-up with each college to verify that all required documents have been submitted
- Apply for independent scholarships
- Wait for financial aid award letter



# WHAT IS VERIFICATION?

**Verification** is the process financial aid offices at colleges and universities use to verify that a student's FAFSA information is accurate.

**50% - 70% of students are Verified\* within HISD.**

If you are **selected** for verification, then you will see an asterisk (\*) next to your EFC.

Follow these steps if selected for verification\*...

- Get a tax transcript asap at the IRS Tax Office or IRS.gov
- Keep your financial information together and respond to any verification requests from colleges/universities in a timely manner
- Update FAFSA, using the IRS Data Retrieval Tool (DRT) to decrease the chances of being selected for verification!

**NO FOLLOW UP  
=  
NO FINANCIAL AID**

# ORDERING TAX TRANSCRIPT

- Tax transcripts may be required for some schools
- College will email you to let you know if you need to send a tax transcript
- Request one ASAP
- IRS website: [www.irs.gov](http://www.irs.gov)

**IRS.gov**

## Order a Transcript

All fields are required

Social Security Number (SSN) or [Individual Tax ID Number \(ITIN\)](#) <sup>?</sup>

-  -

Date of Birth

Day  Month

[Street Address](#) <sup>?</sup>

[ZIP or Postal Code](#) <sup>?</sup>

**Internal Revenue Service**  
United States Department of the Treasury

This Product Contains Sensitive Taxpayer Data

Request Date: 03-04-2009  
Response Date: 03-04-2009  
Tracking Number: 100000070432

### Tax Return Transcript

SSN Provided: 000-00-0100      SPOUSE SSN: 000-00-0200  
Tax Period Ending: Dec. 31, 2008

NAME(S) SHOWN ON RETURN: JOHN DOE & JANE DOE  
ADDRESS: 300 ANYSTREET BLVD, DALLAS, TX 77000-0000-000

FILING STATUS: Married Filing Joint  
FORM NUMBER: 1040  
CYCLE POSTED: 20091408  
RECEIVED DATE: Feb. 15, 2009  
REMITTANCE: 0.00

EXEMPTION NUMBER: 5  
DEPENDENT 1 NAME CTRL: ABGR  
DEPENDENT 1 SSN: 000-00-0300  
DEPENDENT 2 NAME CTRL: ABOS  
DEPENDENT 2 SSN: 000-00-0400  
DEPENDENT 3 NAME CTRL: ABOS  
DEPENDENT 3 SSN: 000-00-0500  
DEPENDENT 4 NAME CTRL: ABOS  
DEPENDENT 4 SSN: 000-00-0600  
PREPARED BY: PREPARED EIN:

**Income**  
WAGES, SALARIES, TIPS, ETC.: \$ 67,000.00  
TAXABLE INTEREST INCOME: SCH B: \$ 0.00  
TAX-EXEMPT INTEREST: \$ 0.00  
ORDINARY DIVIDEND INCOME: SCH B: \$ 0.00  
QUALIFIED DIVIDENDS: \$ 0.00  
REFUND OF STATE/LOCAL TAXES: \$ 0.00  
ALIMONY RECEIVED: \$ 0.00  
BUSINESS INCOME OR LOSS (Schedule C): \$ 0.00  
BUSINESS INCOME OR LOSS: SCH C PER COMPUTER: \$ 0.00  
CAPITAL GAIN OR LOSS: (Schedule D): \$ 0.00  
CAPITAL GAIN OR LOSS: SCH D PER COMPUTER: \$ 0.00  
OTHER GAINS OR LOSSES (Form 4797): \$ 0.00  
TOTAL IRA DISTRIBUTIONS: \$ 0.00  
TAXABLE IRA DISTRIBUTIONS: \$ 0.00  
TOTAL: \$ 67,000.00

**IRS Tax Transcript**

The IRS will MAIL this to your home. If the college needs it, bring it to the CCC and we will mail it.

**IRS**

Help | News | Language | [Change Settings](#) | [Tax Pros](#)

File | Pay | Refunds | Credits & Deductions | **Forms & Transcripts**

[Refund Status](#)

[View Your Account](#)

[e-Services for Tax Professionals](#)

[Get Your Tax Record](#)

[Make a Payment](#)

[Employer ID Number \(EIN\)](#)

# SCHOLARSHIPS FOR DREAMERS/UNDOCUMENTED STUDENTS

- Undocumented students cannot legally receive federal student financial aid of any form, including loans, grants and scholarships. However, scholarships are available to help undocumented students pursue their dreams of going to college.
- It may take some research but there are scholarships ranging from academic to need based scholarships.
- Make sure to reach out to your College Counselor and College & Career Readiness Advisor so they can provide resources and steps to college access and affordability!





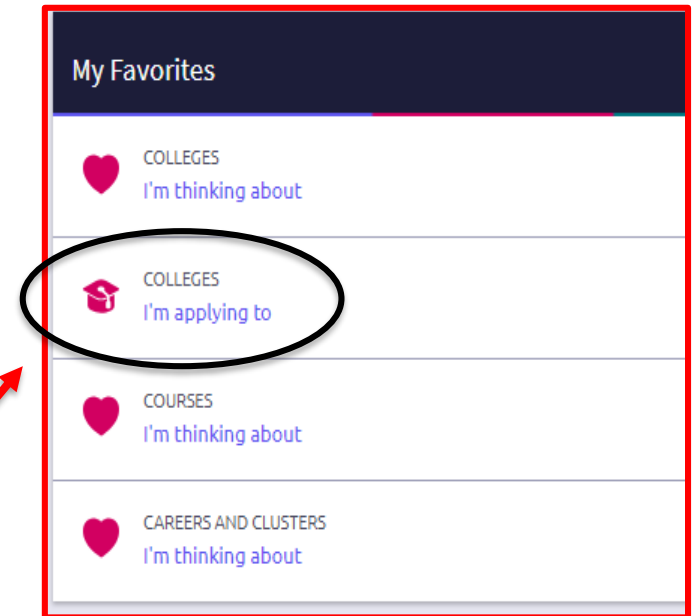
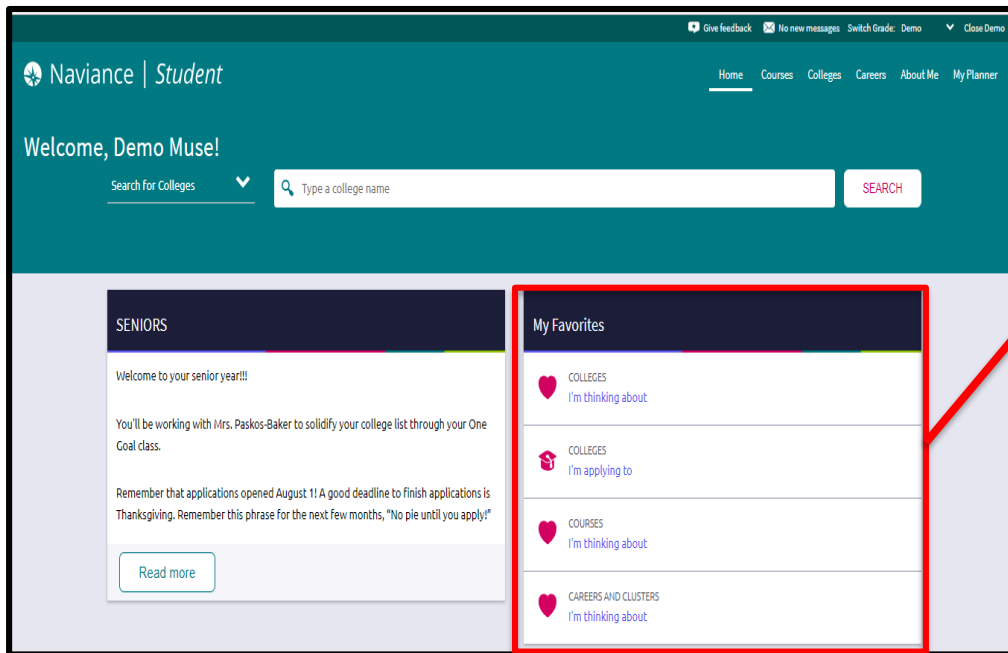
# **NAVIANCE STUDENT PORTAL**

## **SUBMITTING A TRANSCRIPT REQUEST**





# SUBMITTING A TRANSCRIPT REQUEST

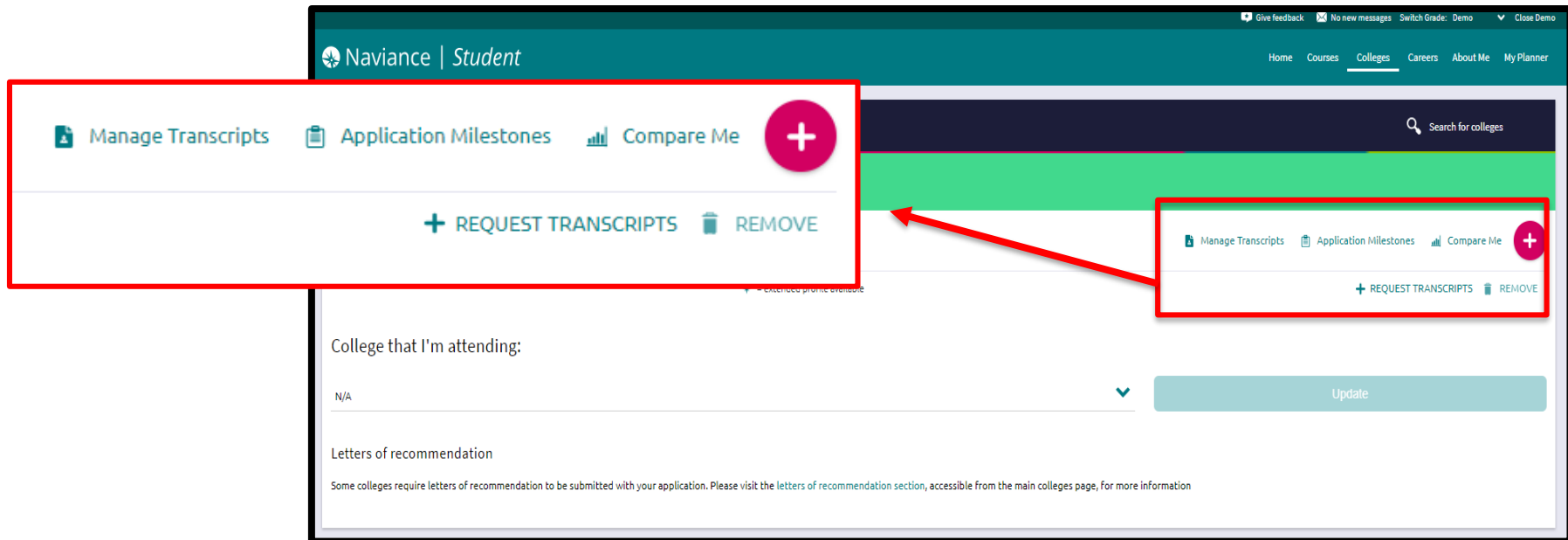
**Step 1:** Once you log on the your Naviance page, you will 3 boxes: 'Seniors', 'My Favorites', and 'Important To-Dos and Tasks'. Under 'My Favorites', click 'Colleges: I'm applying to', the second option.



# SUBMITTING A TRANSCRIPT REQUEST

A college application must be available in order for a student to request an official high school transcript.

- **Adding an application to college list:** To add a college application, click the  to add a college application.
- **Adding a transcript request:** To add a college application for an existing application, click the  **REQUEST TRANSCRIPTS** complete the transcript request form.



The screenshot displays the Naviance Student interface. At the top, the header includes 'Naviance | Student' and navigation links: Home, Courses, Colleges, Careers, About Me, and My Planner. A search bar for colleges is also present. Below the header, a sidebar contains three main sections: 'Manage Transcripts', 'Application Milestones', and 'Compare Me'. A pink plus icon is located to the right of these sections. A red box highlights the 'REQUEST TRANSCRIPTS' button, which is accompanied by a blue plus icon and a trash can icon labeled 'REMOVE'. Another red box highlights the same 'REQUEST TRANSCRIPTS' button in a different part of the interface. Below these sections, the form for requesting a transcript is visible. It includes a dropdown menu for 'College that I'm attending:' with 'N/A' selected, an 'Update' button, and a section for 'Letters of recommendation' with a note: 'Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information.'

# ADDING A COLLEGE APPLICATION

Naviance | Student

Cancel Add

STEP 1 Add Application STEP 2 Request Transcript

1 Which college are you applying to?

A.S. College

Colleges already in your application list would be unavailable for selection.

2 App type

Regular Decision

I'll submit my application

Direct to the institution

3 ☐ I've submitted my application

4 Add Application ADD AND REQUEST TRANSCRIPT

1. Select the college you are applying to from the dropdown box.
2. Select the application type.
3. Indicate if you are applying via The CommonApplication or Direct to the institution.
  - Select 'Direct to the institution' if you are apply using ApplyTX
4. Click 'Add Application' or 'Add and Request Transcript'.



# SUBMITTING A TRANSCRIPT REQUEST

The screenshot shows the Naviance Student interface for submitting a transcript request. The header is teal with the Naviance logo and 'Student' text. Below the header, there's a teal bar with instructions: 'Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later use undone. You can check the status of any transcript request in Manage Transcripts.' A progress bar shows 'STEP 2' (Request Transcript) is active, with 'STEP 1' (Add Application) completed. The form has three numbered steps: 1. 'What type of transcript are you requesting?' with radio buttons for 'Initial' (selected), 'Mid year', and 'Final'. 2. 'What additional materials, if any, do you want included?' with checkboxes for 'Unofficial SAT Scores' and 'Unofficial ACT Scores'. 3. 'Where are you sending the transcript/s?' with a dropdown menu showing 'A.S. College'. A 'Request and Finish' button is at the bottom.

Naviance | Student

Cancel Add New College A

Use this form to request transcripts for your college applications. You can request additional transcripts, such as midyear transcripts later use undone. You can check the status of any transcript request in Manage Transcripts.

STEP 2

Add Application Request Transcript

What type of transcript are you requesting?

1 ☒ Initial ☐ Mid year ☐ Final

What additional materials, if any, do you want included?

2 ☐ Unofficial SAT Scores ☐ Unofficial ACT Scores

Where are you sending the transcript/s?

3

Request and Finish

1. Select the type of transcript: 'Initial', 'Mid year', or 'Final'.
2. Select if you would like you **UNOFFICIAL** test included.
  - *Reminder: Official test scores MUST be sent from CollegeBoard or ACT.*
3. All college applications will be displayed below. Select where the transcripts will be sent to.



# MANAGING TRANSCRIPT REQUESTS

You can check the status of any transcript request in **Manage Transcripts**.

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Home Courses Co

Colleges I'm applying to

✓ Your Common App account has been matched.  
Your FERPA status is not waived. You're ready to apply to colleges using Common App.

Search for colleges

Manage Transcripts Application Milestones Compare Me +

+ extended profile available

+ REQUEST TRANSCRIPTS REMOVE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission type	Application
<input type="checkbox"/> A.S. College	RD	Regular Decision	- N/A	requested	Pending		Unknown EDIT MORE

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type
<input type="checkbox"/> A.S. College	RD	Regular Decision	- N/A	requested	Pending	





# A GLOBAL DISTRICT IN A GLOBAL CITY

**THANK YOU**