




APPLICATION PROCEDURES

1. We strongly encourage you to APPLY ONLINE using the COMMON APPLICATION. **Make sure your Naviance Student** information is updated based on **ALL** colleges you are applying to (electronic & paper).
2. If you are applying online using the Common Application  or another electronic application,  forms will be submitted by your counselor through Naviance Student.
3. Make sure your Naviance Student account is linked to your Common Application account. See College Application Procedures or watch the video on the home screen of your Naviance account.
4. If you are applying using a paper application , please submit all necessary materials with this sheet. Materials may include: **A complete application, payment, essay (if required), resume/activity sheets or, forms for counselor's completion.**
5. Complete the front side of this sheet authorizing release of transcript and specify any other information (test scores, letter of recommendation, etc.) to be released/sent to the colleges/scholarship programs. **You will need a green sheet for EACH school or scholarship that you are applying to.**
6. Once you have submitted your application online or completely filled out your paper application, bring this form and any other necessary materials to Mrs. Leatzaw in the Counseling Center for processing.

OTHER IMPORTANT INFORMATION

- **PAY ATTENTION TO DEADLINES!** We highly encourage you to have all materials submitted before Thanksgiving break! **We CANNOT guarantee anything submitted after December 8th will be processed in time to be sent to colleges before December break.
- **MID-YEAR GRADE REPORTS** will be submitted to colleges beginning in February, ONLY PER STUDENT REQUEST. See Mrs. Leatzaw in the Counseling Office and fill out a (Blue) Request form starting in January.
- It is your responsibility to notify the Counseling Center as soon as you receive a decision from any institution. Please let Mrs. Leatzaw in the Counseling Center know where you will be attending by May 1st.
- Need help? Just ask! Your counselor will be happy to help you in any way they can!

