

Success Center Cheat Sheet

Go to MySCS and click on the College and Career Tile

How To Request a Transcript for a NON COMMON APP SCHOOL

(not a common app school)

Click on Colleges I'm Applying To (it's located on the right side/mid screen or you can click on colleges at the top of the screen, and then Colleges I'm Applying To)

Click on the RED CIRCLE with the WHITE PLUS SIGN

In the box labeled "which college are you applying to" start typing in the name of the school and a list of colleges will appear. Select the school.

App Type: for state public schools you need to leave this as regular or change it to rolling. DO NOT CHANGE IT TO EARLY unless you are truly applying Early Decision.

I'll submit my application category should remain Direct to Institution. That means you are using the college's own application or the Coalition Application. Common App transcripts aren't requested this way, please don't add them.

Click on I've Submitted My Application—even if you haven't yet. This is something you need to do.

Click on Add AND Request Transcript—if you don't choose this one, you aren't requesting the transcript!

Click on initial transcript only, then request and finish!

Common Application Matching and Transcript Requesting

Please see Common Application Matching Handout in Naviance Tasks for more detailed instructions on matching.

Create a Common Application Account Complete Education Section (on CA)

Add all your colleges to My College List (on CA)

Under Colleges tab, select one college on CA & Sign FERPA Waiver and **WAIVE YOUR RIGHT** (on CA)

Go to Colleges I'm Applying To (on Naviance))

Match Common App (on Naviance))

Colleges from CA will now appear in Naviance, but you will need to request transcripts.

On the Colleges I'm Applying To screen, click on unknown and change the application type and choose submitted.

Then click on request transcripts and click on start typing here.

Choose schools that were just added and click done, then request and finish.

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College Rep Visits in the CCC

Log Into Naviance (CCR tile on MyScs)

Click on Colleges

College Research

College Visits

Then register for visits.

PLEASE NOTE: IT IS ALWAYS THE STUDENT'S RESPONSIBILITY TO KNOW WHAT THEY SIGNED UP FOR. WE WILL ONLY SEND PASSES FOR COLLEGE VISITS WHEN 12 OR LESS STUDENTS REGISTER.

Take a screenshot of your registration and show your teacher if you do not get a pass.

Deadlines For Recommendation Letters

College Due Date

Nov 1 or Nov 15

Dec 1 or Dec 15

Jan 1 or Jan 15

Due to CCC or to Teacher

October 1

Nov 1

Nov 1

Letters of Recommendation

Counselor:

- Student Brag Sheet Completed (About Me, My Surveys, Surveys Not Started)
- If needed, Common Application Account
- Transcripts must be requested in Naviance Student
- Complete Transcript Authorization form found in Tasks and check Letter Box
- Turn in Transcript Authorization form in the College and Career Center

Teacher:

- Add Transcripts in Naviance
- Complete a Teacher Recommendation Form found in Tasks
- Look at the transcript request in Naviance
 - If the computer, computer with a line, or computer with a CA appears, it can be sent through FC
 - If the stamp icon appears, it needs to be mailed
- Teacher Rec Form needs to be given directly to the teacher
- IF the letter needs to be mailed, attach an envelope to the form
- AFTER the form is given to the teacher THEN IF THE CORRECT ICON is by the name of the school in your transcript requests you can add the teacher as a recommender in family connection
 - Click on Colleges, Apply to College, Teacher Recommendation
 - Add the teacher
 - Indicate that they will write for ALL current and future—EVEN IF THEY ARE NOT
 - In the notes section REMIND THEM WHAT SCHOOLS THEY ARE WRITING FOR!!