

AHS College Application Checklist

This checklist must be completed for each college application and submitted to the ALC Guidance Office.
Additional instructions to help you complete this form are on the back.

Student Name: _____ Date: ____/____/____

College/University: _____

1. Did you apply to this college/university via the **Common Application** website? ____ Yes ____ No
 - If "Yes", please provide your *Common Application*:
Username _____ Password _____
 - Did you complete the required *FERPA Release Authorization* via *Common App*? ____ Yes ____ No
 - Did you complete the *Common App Account Matching* box via *Naviance*? ____ Yes ____ No

2. On what date did you request your **official transcript** to be sent via *Naviance*? ____/____/____

3. Are the **SAT/ACT** test scores required to be sent directly from College Board/ACT? ____ Yes ____ No
 - If "Yes", have you requested official SAT/ACT scores from the testing agency? ____ Yes ____ No
(Butler, IUB, IUPUI, Purdue University and NCAA/NAIA require SAT/ACT test scores to be sent directly from the testing agency.)

4. Do you qualify for an **Application Fee Waiver**? ____ Yes ____ No
(Students who receive lunch/textbook assistance or are a 21st Century Scholar may qualify for a fee waiver.)

5. Does this college/university require **teacher letters of recommendation**? ____ Yes ____ No
 - If "Yes", have you spoken to these teachers and requested their recommendations via *Naviance*?
____ Yes ____ No
 - Please provide the name of these teachers:


 - Do you want the guidance office to process this application checklist immediately or wait to send your records until the teacher recommendation has been received by our office?
____ Process Immediately ____ Wait for Teacher Recommendation

Student Signature _____ Date ____/____/____

Logging-in to Naviance

- ❖ Go to <https://student.naviance.com/avonhs>
- ❖ Username = Student ID Number
- ❖ Password = 8-digit birthday (mmddyyyy)

Requesting a Transcript

- ❖ Log-in to *Naviance*
 - Select the “Colleges” tab ➡ “Colleges I’m Applying To” ➡ 
 - Complete Step 1 (Add Application) then select ADD AND REQUEST TRANSCRIPT
 - Make sure to select the correct App type and how you will submit your application
 - Complete Step 2 (Request Transcript), then select “Request and Finish”

Requesting a Teacher Recommendation

- ❖ Log-in to *Naviance*
 - Select the “Colleges” tab ➡ “Colleges Home” ➡ “Apply to Colleges” ➡ “Letters of Recommendation” ➡ “Add Request”
 1. Select teacher from drop-down box
 2. Select which college(s) this request is for
 3. Include a personal note to remind your recommender of any specific details, including due date
 - Select “Submit Request”

Common Application Account Matching via Naviance

- ❖ In order for counselors to complete the *Common Application School Report*, you must match your *Common App* account to your *Naviance* account:
 - From the “Colleges” tab on your *Naviance* homepage, select “Colleges I’m Applying To”
 - In the pink box, you will select “Match Accounts”
 - Provide your *Common App* email address and date of birth where indicated and select “Match Accounts”

Common Application FERPA Release Authorization

- ❖ If using the *Common App*, you must complete the *FERPA Release Authorization* question found in the “My Colleges” Section under the College Information section “Recommenders and FERPA” tab of the *Common Application*.
 - The “Release Authorization” link must be checked with your *FERPA* decision
 - Students must have at least one college/university added to their account in order to see the “Assign Recommenders” tab.