**College Application Guide**

**The Brief Version**

If a student needs an official transcript sent to a college, it must be requested through Naviance. Video tutorial on how to do this here: <http://planthighguidance.weebly.com/naviance-tutorials.html>

If a student needs a letter of recommendation sent to a college (teacher and/or counselor), it must be requested through Naviance. See page 14 of senior handbook for directions.

The deadline to request transcripts and recommendations for college apps that have deadlines ranging from Oct 15-Nov 15 is **September 30**.

The deadline to request transcripts and recommendations for college apps that have deadlines ranging from Jan 1-15 is **December 1**.

The final deadline for requesting all transcripts and recommendations is **April 1**.

**The Detailed Version**

Here are examples of a few common scenarios and how the student should utilize Naviance in each one.

**Scenario 1: College wants only an official transcript**

If you come across an application checklist (example: University of Alabama, below), you know that the college wants an official transcript from Plant. The student requests their transcript in Naviance (directions on pg. 28 of senior handbook). If the student is applying to the college using the Common App, they must request a counselor recommendation as well (but the brag sheet is not necessary since a letter will not be provided).

* Complete the University of Alabama [application for admission](https://gobama.ua.edu/apply/checklist/).
* Students admitted **before January 15** will have access to the scholarship application located at [mybama.ua.edu.](http://mybama.ua.edu/)([Step-by-step instructions for completing the scholarship application](https://scholarships.ua.edu/application-instructions/))
* Have your ACT or SAT score(s) sent to us. Our ACT code is 0052 and our SAT code is 1830. Information on these tests is available from your high-school counselor or from the test services: ACT, Box 451, Iowa City, IA 52243; SAT, College Board ATP, Box 592, Princeton, NJ 08541.
* **Have your most recent official high-school transcript sent to The University of Alabama, Office of Undergraduate Admissions, Box 870132, Tuscaloosa, AL 35487-0132.**

 Complete all of the preceding steps by **February 1** for priority admissions consideration for fall semester.

**Scenario 2: College wants an official transcript & a Secondary School Report Form**

If you come across an application checklist (example: Wake Forest, below), you know the college wants an official transcript from Plant, and two other school documents: a Secondary School Report and teacher recommendation. Students will need to do 3 things: 1. Request their transcript in Naviance 2. Request a counselor recommendation in Naviance (Secondary School Reports are always prepared by the student's assigned counselor) 3. Request a teacher recommendation in Naviance. Directions on page 14 of the senior handbook regarding how to request a letter of recommendation in Naviance.

I also included the early decision agreement in this example because I think it is important to know that early decision agreements are always prepared by the assigned counselor after consulation with the student and parent. This is a binding agreement saying the student is committed to attending if admitted.

* $65 application fee
* [Secondary School Report Form](https://prod.wp.cdn.aws.wfu.edu/sites/203/2019/07/secondary.school.report.pdf)
* [Teacher Recommendation Form](https://prod.wp.cdn.aws.wfu.edu/sites/203/2019/07/teacher-recommendation.pdf)
* Official high school transcript
* SAT/ACT scores — ONLY if you want those scores considered in your admissions application. See our [Test Optional information](https://admissions.wfu.edu/apply/test-optional/)

 [Early Decision Agreement](https://pprd.wp.cdn.aws.wfu.edu/sites/203/2019/05/Early-Decision-Agreement.pdf) (Only for students applying Early Decision or Early Decision II)

**Scenario 3: College wants self-reported grades only**

If you come across an application checklist (example: FSU, below), you know that all of the information provided to the college is self-reported, nothing needs to come from Plant. In this example, the students requests NOTHING on Naviance, and follows the college's directions explicitly.

1. Apply online using our [**institutional application**](https://admissions.fsu.edu/undergradapp/?app=freshman), the [**Common App**](http://www.commonapp.org/), or the [**Coalition application**](http://mycoalition.org/). **Students should only submit one application**.

2. Create your [**Self-reported Student Academic Record (SSAR)**](https://ssar.selfreportedtranscript.com/login.aspx), using your official high school transcript. To learn more about the SSAR, [**view our FAQ**](https://admissions.fsu.edu/first-year/ssar/) and [**watch our how-to videos**](https://admissions.fsu.edu/first-year/ssar/videos/).

3. Complete the following items on the [**Application Status Check**](https://admissions.fsu.edu/statuscheck/) by the application deadline:

**a.** Self-report all **ACT** and/or **SAT** scores.

**b.** Link your **SSAR** by copying the 32-character code from your SSAR account.

**c.** Choose one [**essay question**](https://admissions.fsu.edu/first-year/WWLF/#essay) and upload your essay.

**d.** Upload one **resume**.

4. Complete the [**Residency Declaration**](https://admissions.fsu.edu/Residency/) form.

**Counselor Assignments**

As many of you might have heard, Mrs. Hoke retired at the beginning of this school year. Please see below for the new counselor breakdown by last name:

Mrs. Wolford: Last Names A-Ci; K

Ms. Poirier: Last Names Cj-Hi

Ms. Koskinas: Last Names L-Om

Mrs. Castellano: Last Names Hj-I; On-Sl

Ms. Litwak: J; Sm-Z

Important: Mrs. Moseley will be completing any counselor recommendations required for college apps for seniors with last names Gf-Lar.

**A Few Other Notes:**

Planning on attending HCC?  Connect with an advisor to learn more about how and when to apply: <https://www.hccfl.edu/admissions/connect-us>

I didn't include this in my previous email, but there are 3 total technical colleges in Hillsborough county offering a variety of training opportunities, where some graduates can earn over $20 per hour: <https://www.sdhc.k12.fl.us/departments/103/hillsborough-technical-colleges/about/>

Searching for Scholarships? I created a link in the Class of 2021 canvas course with some helpful scholarship links. There is also a scholarship list in Naviance that can be found by clicking the college tab, then Scholarships and Money.