

Naviance College Applications Procedures

LHS seniors will need to follow these steps:

- Log onto your Naviance account with username (your email) and password.
- Under the "College" tab, click "Colleges I'm applying to" and fill out the FERPA (Family Education Rights and Privacy Act) authorization allowing your counselor to submit high school documents online. If you have already set up a Common Application username and password, be sure to enter them correctly into this section of Naviance so that high school forms will be matched accurately with your common applications.
- After filling out the FERPA authorization, enter the schools where you intend to apply and, if you need letters of recommendation, the names of the teachers who have agreed to write you a letter of recommendation.
- If your colleges require letters of recommendation from teachers, go to the "About Me" tab and select "Letter of Recommendation Form Teacher #1" from the left column menu. Fill out this form for the teacher who has already agreed to write for you, then print it and deliver it to your teacher at least **10 school days** prior to your application deadline. Select "Teacher #2" and fill out if you have another teacher writing a letter for you. You must schedule an interview with your counselor to receive a counselor letter of recommendation.
- Teachers upload their letters of rec onto Naviance for delivery by your counselor. Colleges using the Common Application, as well as colleges with their own online applications, can receive all required applications components online. If any of your colleges require mail-in applications, include an addressed, stamped envelope when you deliver your completed Letter of Rec form to your teacher and/or counselor.
- Once you have completed an application, go to Naviance and select "Transcripts" from the left hand menu under the "Colleges" tab. Select "Request transcripts for my college applications," and enter the colleges where you would like LHS to send an official, sealed transcript. Transcripts must be requested for all applications whether they are online or submitted on paper.
- Next, fill out a transcript request form with the Registrar or Post Grad staff member in the Counseling office, and pay a \$5 transcript fee for each transcript. Make your transcript payment **at least 10 school days prior to the application deadline** by cash or by check (made out to Littleton High School).
- Remember to submit your application, essay, application fee, and any other supplements online before the deadline. Be sure to follow all directions, proofread carefully, print out a hard copy for yourself – and push the SEND button!