

Bartlett High School Seniors Post-Secondary Checklist

	Review your transcript	Ensure course requirements are met or in progress	End of Aug
	Register to retake the SAT/ACT test if necessary	SAT: www.collegeboard.org Cost: \$55* ACT: www.actstudent.org Cost: \$60-\$85* *Fee waivers for eligible students available If test scores are required by the college, you will send your official score report through the websites linked above.	Ongoing
	Meet with school counselor	Outline your post-secondary plan: college, trades, work, military, etc.	August-October
	Apply to College	www.commonapp.org or Directly on institution's website ECC: www.elgin.edu	End of Feb
	Request official transcripts and letters of recommendation	Requests completed through Naviance in <i>Colleges I'm applying to</i> Make sure Common App is matched in Naviance before requesting these documents	By college deadline Priority deadlines around Nov 1
	Complete FAFSA requirement <i>Free Application for Federal Student Aid</i>	Complete FAFSA, Alternative form or Nonparticipation form- <u>ISBE graduation requirement</u> FAFSA opens October 1st! fafsa.ed.gov alternative application non-participation	Between Oct 1- end of school year
	Apply for scholarship opportunities	Bartlett Counseling website - updated every week Naviance search under Scholarships https://bigfuture.collegeboard.org/scholarship-search www.fastweb.com ECC: https://elgin.edu/pay-for-college/scholarships/	Ongoing
	Identify Post-Secondary Plan and Upload Evidence	Completed in Naviance	End of May

Using Naviance for Transcripts, Letters of Rec and BHS College Visits

SIGNING IN TO NAVIANCE

Sign into Clever through your Chromebook

Click on the Naviance app

Use your U-46 credentials/Student Google account to sign into Naviance.

Important: Make sure that your Common App account is matched to Naviance on the 'Colleges I'm applying to' page BEFORE requesting transcripts or letters of recommendation.

MATCH COMMON APP AND NAVIANCE ACCOUNT:

1. On Common App:
 - Register for an account
 - Click the **Common App** tab and enter your high school information in the Education section
 - Click the **My Colleges** tab and add at least one college
 - Click Recommenders and FERPA
 - Sign the FERPA Release Authorization
2. On Naviance Student:
 - Click the **Colleges** tab
 - Click **Colleges I'm Applying To**
 - Click Match Accounts in pink banner
 - Enter your Common App email address and Date of Birth into the text boxes on the **Common App Account Matching** screen
 - Click Match Accounts

REQUESTING TRANSCRIPTS

Login to Naviance via Clever

Select **Colleges** from top menu bar

Select **Colleges I'm Applying to** in the drop down menu

Click on **Request Transcripts**

Select type of transcript

-**Initial**: First transcript sent to a college you are applying to. Shows grades through the end of junior year.

-**Mid-year**: Shows grades through 1st semester of your senior year

-**Final**: Shows grades from all 4 years of high school *end of the year request

Select where you want the transcript sent via the dropdown menu or by typing in the name of the college or university.

REQUESTING LETTERS OF RECOMMENDATION FROM YOUR TEACHERS

Login to Naviance via Clever

Select **Colleges** from top menu bar

Select **Letters of Recommendation**

Click **Add Request**

BHS teachers are listed in this drop down menu.

If you have a letter from a coach or individual from an outside organization, ask those recommenders to send their letter through the mail or email to the college/university admissions office.

SCHEDULING COLLEGE VISITS AT BHS

Login to Naviance via Clever

Select **Colleges** from top menu bar

Select **College Visits**. **Register** for the school visits you would like to attend.

If you plan to attend during an academic class, you must have a pass from your teacher. You do not need a pass if you are attending during lunch, study hall, Late Arrival or Early Dismissal.