



## Q&A for Juniors/Seniors and College Applications

- **What is my responsibility to send to colleges? What does my school counselor send and how much notice does he/she need to send information?**

Students are responsible for sending the actual application (Common App or the School's own app), Essay, SAT/ACT scores and application fee. The counselor will send the transcript and any other forms or a secondary school report if required.

- ❖ **What is FERPA? Should I waive my right?**

The Family Educational Rights and Privacy Act (FERPA) of 1974 requires that students be advised of their rights concerning educational records, such as letters of recommendation. FERPA gives important rights, including: 1. the right of students to inspect their student records, 2. the right to challenge incorrect information in those records, and 3. the right to keep student records private.

Factors to consider in deciding to waive access • If your recommender knows you well and has said he/she can write a letter in support of your candidacy, the chances are slight that inaccuracies or unfair statements will be presented in the letter. • An employer or a member of an admissions committee might tentatively draw one or more of the following conclusions: - The evaluation may be more candid if the writer knew that the candidate would not see it. As a result, more weight may be assigned to such letters. - The candidate has nothing to conceal. - The candidate did not feel it was necessary to view the letter before it was sent. - The candidate does not wish to exercise his/her civil rights in this way. (taken from [www.career.cornell.edu](http://www.career.cornell.edu))

- ❖ **Who are other recommenders? How do I add them?**

Other recommenders can include a coach, assistant principal, mentor or other community leader. If they are an EHS employee they can upload your letter directly to Naviance. Outside letters of rec will need to be discussed with your counselor at your senior conference as they will need to be uploaded by your counselor or sent separately.

- ❖ **When and how do I send secondary school reports and transcripts?**

Your counselor is responsible for sending secondary school reports and transcripts and this is done electronically through Naviance. Students MUST request a transcript in Naviance under "Colleges I am Applying To". We do ask that you review each of your applications carefully in the event an additional form is required beyond the normal process. If something additional is required, please discuss with your counselor directly.

- ❖ **Can I send applications before counselors and teachers send their parts?**

YES! We encourage you to get started on your applications as early as August 1<sup>st</sup> (or whenever the University opens its applications). You can send the application as soon as it is completed. The University is responsible for compiling the various parts to your file (Application, Test Scores, Letters of Rec, Transcript)...the sooner you can complete the application the better. Please note that transcripts from the Guidance Office will not be available until the end of September.





❖ **What goes through Naviance and what goes through Common app? / What are the differences between the two?**

Naviance and Common App are 2 separate programs.

- Naviance is an online program where each student has their own account – you must use this to indicate which colleges you are applying to and request transcripts. Naviance is how counselors send transcripts and letters of rec.
- Common App is an online application system that allows you access to the applications to over 500 schools. You need to create a log in and password for this system on your own. Not all schools accept common app so research this before you determine if it is how you should apply.

❖ **Do we have to link our Naviance accounts to our Common app?**

YES!!! Naviance has a spot to enter your email address so the 2 accounts can be linked.

❖ **How do I choose which SAT/ACT scores get sent to specific schools?**

We recommend you send all of your scores, most colleges will superscore which means they will take your highest combined score.

❖ **What is our weighted GPA scale?**

4.0 weighted scale

❖ **Why do some teachers have different college profile sheets? What are these for? Where can I find them?**

Teachers have various processes when it comes to writing letters of recommendation. You should be speaking with your teachers directly regarding what they need to write your letter. We recommend you speak with them at the end of Junior year and again at the start of Senior year. The Guidance office does have a profile sheet you can fill out, copies are available in our Computer Lab and we will post online as well.