

2017-2018 WHS College & Scholarship Application Policies & Procedures

DOCUMENTS SENT BY STUDENT:

- **College Application (Common Application, Coalition Application, or School Specific)**
Complete all parts of the application, including anything "optional." Though not required, it is also highly recommended that you submit the application before requesting transcripts.
- **Standardized Testing Scores (SAT, Subject Tests, ACT, AP)**
These should be sent as soon as possible using www.Collegeboard.org or www.ACT.org. Wissahickon High School is **NOT** responsible for sending any scores. AP Exam scores are not typically reviewed as part of the application process.

NAVIANCE:

Linking Common App and Naviance (for students using Common App to apply)

- Setup your Common App account at www.commonapp.org.
- Login to Naviance and click the "Colleges" tab. Then click "Colleges I'm Applying To." In the blue box at the top, follow the instructions and enter your email address used to create your Common App.
- If you are not applying with Common App, click "Not Needed."

Requesting Transcripts and Recommendations

Transcripts and letters of recommendation are processed and sent by the WHS Counseling Department. Official transcripts and teacher/counselor recommendations need to be requested on Naviance.

(Note: recommendations from people outside WHS should be directly mailed or emailed to each college)

How to Request Recommendations (teacher and counselor)

1. Click "Colleges" tab and then click on "Letters of Recommendation"
2. Click "Add Requests" and choose the teacher by name from the drop down box
3. Choose the option allowing "**All current and future colleges I add to my Colleges I'm Applying To list.**" This will allow us to send this letter to any college.
4. Click "Submit Requests" at bottom. An email will be sent to them with your note.

**Students needing/wanting a counselor recommendation MUST complete the Senior Questionnaire under the "About Me" tab.*

How to Request Transcripts for Colleges or Scholarships

1. Login to Naviance and click the "Colleges" tab. On the left-hand side, click "Transcripts"
2. Select one of the options (request transcripts for colleges or scholarships)
3. Click "lookup" to find each college.
4. Then select the "type" of deadline on the left-hand side. (e.g. Early Action, Rolling, etc)
5. Then click "Request Transcripts" at bottom to submit.
6. Hand in yellow release form and purple transcript request form to Mrs. Glennon, Counseling department secretary. Processing fee is \$1 for each transcript requested unless you receive free or reduced lunch.

****Holiday Deadline****

No college and/or scholarship transcript requests will be accepted in the Counseling Office after **Friday, December 8, 2017**. We will resume accepting requests on Tuesday, January 2, 2018.

PLEASE REMEMBER!!!

**It is your responsibility to be sure that all required information received by your college or university.
If you are unsure, call the Admissions Office to check your status.**