

COLLEGE APPLICATION INSTRUCTIONS

For Students NOT using the Common Application

- Each college application should be completed on the specific college website or SUNY application or CUNY application

SAT AND ACT SCORES

- All SAT and ACT scores must be requested by you via www.collegeboard.com (for SAT) and www.ACT.org (for ACT).

COLLEGE APPLICATION DEADLINES

- Be sure to check the different application deadlines.

FERPA WAIVER

- You must sign your FERPA WAIVER on the Official Transcript Request Form located in your Documents folder on the Family Connection website.

COUNSELOR & TEACHER RECOMMENDATIONS—FAMILY CONNECTION SITE

1. Click on the **Colleges** tab.
2. Click on **Colleges I'm Applying To**.
3. Scroll down to **Teacher Recommendations**.
4. Click **Add/Cancel Requests**.
5. Go to **Add New Requests**.
6. Click the dropdown menu and choose the counselor(s) or teacher(s) from the list (make sure you have personally asked this teacher prior to this request.)
7. Add any notes to the counselor(s) teacher(s) in the box (i.e. Please mention my passion for Biology and my interest in Medicine.)
8. Click **Update Requests** – this will send an e-mail to the counselor or teacher stating your request and will add the request to the counselor/teacher's Naviance account. It will also record that you have requested it in your Family Connection account. When the counselor or teacher has completed the Recommendation, it will be marked as 'Completed' and it will show in your Family Connection account.

REQUEST TRANSCRIPTS

Note: You must complete the college application before requesting transcripts.

10 day rule: There is a 10 day processing period to allow transcripts to be fully processed, either electronically or via regular mail.

1. Click on **Colleges**.
2. Click on **Colleges I'm thinking about** if you already have a list of schools, but have not yet applied. If not, skip to step 7.
3. Check the box next to the college where you applied.
4. Click the box at the bottom that says **Move to Application List**.
5. Choose the **Application Type** RD (regular decision), ED (early decision), EA (Early Admission).
6. Check the box **I have Submitted My Application**, then **Add Applications**.
7. Click on **Colleges I'm Applying To**.
8. Do NOT record an e-mail address or Date of Birth.
9. Before adding schools, you must Click on “**Not Needed**” located on the bottom right hand corner of the **Common App Account Matching** – see below for image.

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#)
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:

Date of Birth:

Email used for Common App account	02/15/1997	Match
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⚠ **Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

10. If you have not moved colleges from **Colleges I'm thinking about**, click “add to list” and add the schools you have applied to.
11. Click **Request Transcripts** (blue link under **Colleges I'm applying to**.)
12. Check the box next to **Add Request** – this will send the request to the LHS Counseling Department *Naviance/Family Connection* account. When your transcripts have been sent, it will be marked as ‘Sent.’
 - Allow 10 school days for this to be completed
 - Give the college at least 2-3 weeks to show your transcript as being “Received” (on their website, etc.)

NON-COLLEGE TRANSCRIPT REQUESTS

Scholarships

1. For scholarship transcript requests, under the **Colleges** Tab, left hand side, click **Transcripts**
2. Click **Request transcripts for scholarships or athletics**
3. Complete the form – all information
4. Scroll to the bottom and click **Add Transcript Requests**

NCAA Transcripts

1. If you plan on playing Division I or II athletics, be sure to register with the NCAA at www.eligibilitycenter.org, and make a transcript request there as well as Family Connection.

From Your Family Connection account

2. Click **Colleges** Tab
3. Click **transcripts**, under resources
4. Click Request transcripts for my college applications (includes NCAA)
5. Under New Applications, click on “look up”
6. Type **NCAA** in the search bar
7. Select **NCAA Eligibility Center**
8. Scroll down and Click **Request Transcript** - this will send the request to the Counselors *Naviance* account. When your transcript has been sent, it will indicate the date it was electronically mailed.
 - Allow 10 school days for this process to be completed

Give the college at least 2-3 weeks to show your transcript as being “Received”