Your Key Contacts

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Need to Know Websites

- **IHS School Counseling:** www.washoeschools.net/inclinehs > Counseling
- **Naviance:** Student.naviance.com/inclinehs -- log in through GREEN BAR (continue with single sign on)
- **Common App:** Commonapp.org

First Steps!

1. *NAVIANCE: Create Colleges I'm Thinking About List*
   - ❑ Colleges > Home > SuperMatch > "Heart" schools to create list   **OR**
   - ❑ Search for school name in Home search bar

2. *NAVIANCE: Create Colleges I'm Applying To list*
   - ❑ From Colleges I'm Thinking About list > select the college > Move to Application List

If your school uses the Common Application for submission, follow the next steps:

3. *COMMON APP: Create a Common App Account and Sign the FERPA*
   - ❑ Complete the "Education" section
   - ❑ Add a college
   - ❑ "My Colleges" Tab, click on your college > "Recommenders and FERPA"
   - ❑ "Release Authorization"
     - ▪ Signing the FERPA Agreement "Releasing Authorization" means that Incline High School can send your colleges your Transcript and your Letters of Recommendation.
   - ❑ Check off the box that says "I have fully read and understand the FERPA Release Authorization Explanation Above" and click continue.
   - ❑ Check off the first box to release your records to colleges
   - ❑ Waive your rights to review your letters of recommendations
     - ▪ Colleges prefer students check this off to give your application credibility to admissions officers.
   - ❑ Electronically Sign, Date and hit Submit

4. *NAVIANCE: Match your Common App and Naviance Accounts*
    - ❑ IHS sends your transcripts and Letters of Recommendation through Naviance, so Common App and Naviance need to be linked to ensure all the information ends up in one place.
    - ❑ Sign on to Naviance
    - ❑ Under "Colleges" tab, click "Colleges I'm applying to"
    - ❑ Enter the email address that you used for your Common App Account
        - ▪ Make sure your Date of Birth is correct and Click MATCH

**Reminder to Check out the Naviance Video Library on the Counseling Website for Naviance Tutorials!

Requesting Transcripts
- Can be done when adding schools to Colleges I'm Applying To list   **OR**
- Later on...Naviance > Colleges > Colleges I'm Applying To > Request Transcripts

Teacher Recommendations
- ❑ Personal Conversation at least 4 weeks prior to your earliest deadline
- ❑ Request Through Naviance
    - o College Tab > Apply to College > Letters of Recommendation
    - o Choose the teacher, select ***ALL COLLEGES***, and add any special notes or requests
        - ▪ Please note that if you do not select ALL COLLEGES, you will need to re-request a recommendation from a teacher every time you add a school and the teacher will need to re-upload their recommendation every time as well
- ❑ Minimum 4 weeks' notice prior to your earliest deadline
- ❑ Follow up Thank You note

Counselor Recommendation
**Must submit to your counselor at least 4 weeks prior to your earliest deadline:
- ❑ Print and attach:
    - o Counselor Recommendation Request Form
    - o Draft of college essay
    - o Resume (May use template on Naviance)
        - ▪ Naviance > About Me > My Stuff > Resume
    - o Recommendation Questionnaire
        - ▪ Naviance > About Me > My Surveys > Surveys Not Started

Send SAT/ACT/Subject Tests/ACCUPLACER

4-Year College:

- Students are responsible for sending their official test scores (ACT, SAT, Subject Tests) directly to colleges. Request your official scores directly from the testing companies. Since scores will take a number of weeks to arrive, be mindful of your college application deadlines.

Community College:

- The ACCUPLACER is the placement test required for course selection. IHS will schedule a Zoom support session for completing this exam in April and notify students to participate.

Important Dates/Deadlines

October 1st- FAFSA/CSS Profile Open

October 31st - Nevada Promise Scholarship Deadline

November 15th- UNR Early Action Admission Deadline

October 1st - November 30st - California State Universities Application Window

November 1st- November 30th- Application window for University of California (all campuses)

February 1st- UNR scholarship consideration priority deadline and Honors Program priority deadline