

DAMASCUS HIGH SCHOOL
COLLEGE APPLICATION PROCESS
TRANSCRIPT & RECOMMENDATION PROCEDURES
CEEB CODE: 210460

Step 1: Complete the following information on Naviance Family Connections:

- Senior Information Summary
- Resume
- Game Plan

Step 2: Complete and submit your college application(s) to college(s) you are applying to. IF YOUR APPLYING TO COLLEGE(S) THROUGH THE COMMON APPLICATION: www.commonapp.org **Complete the Common Application** and electronically sign the privacy notice waiving or not waiving your right to see your recommendations and allowing DHS to release your transcripts (this process is called the FERPA Waiver). Choose DHS as your High School and add at least one college to your colleges list.

Next, match your Common Application Account in your Naviance/Family Connection Account: Log in to your Naviance/Family connections account. Click on the “Colleges” tab then “Colleges I’m Applying to” tab. A box should appear. Enter your COMMON APPLICATION email address and check to be sure your birth date is correct. Click “match.” The box should change to “Common App Account Matching – complete.” ***If you are having troubles matching your Common Application Account please see Mrs. Carey, Registrar in the counseling office or Mr. Martin, College Career Information Coordinator.**

Step 3: Request SAT or ACT scores sent directly from College Board and/or ACT to each college you are applying to. DHS **CANNOT** send scores.

Step 4: Request Teacher Recommendations. You should *personally* ask teachers if they would be willing to write you a recommendation and how they would like to send it; i.e. Naviance vs. paper copy. After they have agreed, you can then request through Naviance by clicking on the “Colleges” tab, “Colleges I Am Applying To”; scroll down the page to “Teacher Recommendation” and use the “Add/Cancel” pull down tab to request or cancel request for Teacher Recommendation. If a teacher prefers not using Naviance, you will need to provide each teacher a business-size stamped addressed envelope for each college.

Step 5: Complete the Transcript/Counselor Recommendation Request Form(s)

With your first transcript request(s) you will also need to turn in a completed **Authorization to Release Pupil Records** signed by your parent if you are under 18. You should also bring the completed **Senior Information Summary** from Naviance if you are also asking for the Counselor to write you a recommendation to be sent with the transcript(s). If you are not requesting transcript(s) for Common App school(s), check the application for a **Counselor Report** or **Secondary School Report** they may require. Most schools that do not use the Common App can still be sent electronically through Naviance along with the Counselor Recommendation and Secondary School Report. Check on Naviance for how each school accepts transcripts. If the college requires transcripts and recommendation be mailed, please provide Mrs. Carey with a 9 X 12 stamped (3 stamps) addressed envelope for that school.

- Make an appointment to turn in your paperwork to Mrs. Carey, Registrar in the counseling office.
- Bring transcript fees (first 3 are free; all others are \$3.00 each)
- Allow 3 weeks for processing (Check Deadline Chart)
- Check with college approximately four weeks after the submission deadline to ensure that all materials have been received.