

Freshmen – Sophomores – Juniors – Seniors...

Get Ready for “Life After High School” at Northwest High School!

Counseling Office: (301) 601-4642 • Registrar’s Office: (301) 601-4623 • College Career Information Center: (301) 601-4635 • Revised: 2018-07-24



Naviance | Student @ <https://connection.naviance.com/northwest>

Naviance | Student Highlights:

Naviance | Student allows you and your student to:

- **Get involved in the planning and advising process** – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, standardized test scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Research careers** – Research hundreds of careers and career clusters, and take career assessments
- **Create plans for the future** – View and edit high school course plans using the **Courses Tab**. Create goals and to-dos, and complete tasks assigned by the school to better prepare your student for future college and career goals.

Naviance | Student also lets us share information with you and your student about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

Additional highlights include:

- View the high school college visit schedule.
- Track transcript requests.

Visit the College Career Information Center or see your counselor to obtain a personal registration code!

JAG Freshmen & Sophomores:

- Get to know your counselor and review your plan for high school courses and meeting graduation requirements.
- Begin a high school resume of extracurricular activities using the **About Me Tab**.
- **Explore careers**. Complete the **Strengths Explorer** interest quiz or **Career Interest Profiler**. *Sophomores may want to consider taking the **ASVAB** (Armed Services Vocational Aptitude Battery) to learn more about career options that match interests and academic strengths.*
- Take the **Preliminary SAT (PSAT)** offered in October.
- Explore summer jobs and internships and participate in volunteer activities.

JAG Juniors & Seniors:

- Continue to review your high school course selections and grades with your counselor. **Remember, the transcript that colleges typically see will be your course and grade history from freshman year to the end of junior year.**
- **Juniors** should be taking the **PSAT** in October for **National Merit Scholarship Program** consideration. Consider taking the ACT or SAT college test in the spring, late summer or early fall, if planning to attend a 4-year college.
- **Seniors** should be preparing to take the ACT and/or SAT in late summer or early fall if planning to attend a 4-year college (refer to college application deadlines).

College Testing & Prep

Register for the **ACT** and/or **SAT** using the following websites:

ACT Registration: actstudent.org
SAT Registration: collegeboard.org

CEEB High School Code: 210-589

For college test prep, consider prep with the Khan Academy through a partnership with MCPS. Visit <https://www.khanacademy.org/>.

The **Accuplacer** may be a consideration for students planning to attend Montgomery College. Have a conversation with your counselor or your postsecondary plan. The **Accuplacer** is a college placement test used to determine college readiness.

The College Application Senior Year

Visit college websites to obtain access to their applications. **Read application instructions carefully.** Get organized! Be aware of the application deadline.

- Check for a college essay requirement. Review your essay with your English teacher.
- Make sure you have requested that your ACT and/or SAT scores be sent electronically to the colleges to which you are applying.
- The following items may be part of your application packet **from the high school**:
 - Recommendation(s)
 - Official Transcript
 - Secondary School Report

If applying to colleges using the Common App or Coalition App...

- Review and/or create accounts for both Naviance | Student, the Common App and/or Coalition App.
- Complete your Naviance | Student Recommendation FERPA Waiver and Common App Match. Refer to the *NW College Application Process for Seniors* document available in the Counseling Office and College Career Information Center.

The Recommendation(s):

Recommendations may be written by counselors, teachers, or adults who can speak favorably about the student. Check with each college specifically about the number of recommendations required and who should write them. Request recommendations in person!

Counselor Recommendations:

- Complete the Student Self-Evaluation available in your Naviance | Student account (Surveys).
- Make an appointment to talk to your counselor about your recommendation.

Counselor Recommendation(s) & Transcript Request Deadlines:

Materials must be submitted at least **15 school days** before the postmark due date.

College Deadline	Registrar Deadline
November 1	October 6
December 1	November 7
January 1	December 2
January 15	December 15
February 1	January 6
February 15	January 25
March 1	February 8

*Dates subject to change senior year

Teacher Recommendations

Submit to your teacher **THREE** weeks prior to your deadline:

- Give a copy of your Self-Evaluation to your teacher. **Make sure your teacher knows how you are applying to college (i.e., the Common App, online application, etc.).** *The Common App and online application recommendations will be submitted electronically using Naviance | Student eDocs.*
- If the college to which you are applying has a Teacher Evaluation Form, give that form to your teacher.
- For recommendations to be submitted by US mail:
 - Give your teacher a **business envelope** with one stamp addressed to the college for **each** recommendation you are requesting. Include a note on the envelope with your name, the school to which you are applying and the college application deadline. **Teacher recommendations should be mailed directly to the colleges by the teacher.**
 - Use the college websites (excluding **Common App**) to make electronic recommendation requests.

Submit to the Registrar’s Office:

Materials must be submitted at least **15 school days** before the postmark due date.

- **College Transcript Request Form (CTR)** (Official Transcript Requests): College Transcript Request Forms are available in the Counseling Office and on the school website *Counseling* page. **This form must be signed by a parent or guardian.**

Transcript Fees:

1 – 3: FREE at no charge to student
 Requests 4+: \$3.00 per official transcript
FINAL TRANSCRIPT: NO CHARGE
 Fees must be paid at the time of the request.

Submit to the Registrar’s Office:

- A large (**9 x 12**) envelope with stamps for ‘US Mail’ college applications. Student must submit the envelope with postage (**equivalent to 3 stamps**) or **3 stamps** BUT no return address. The student’s name only should appear in the upper left corner.

Student’s Name (NO Return Address)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admissions Office Name of College/University Street Address City, State, Zip			

The College Package:

The following documents **must** be sent from Northwest High School directly to the college admissions office, either electronically or by US mail. The package includes:

- The Official Transcript
- NWHS Secondary School Report Form
- Counselor Letter of Recommendation
- NWHS School Profile

Senior year reminders...

You need to know if your application has a “postmarked” or a “received by” deadline.

MID-YEAR TRANSCRIPT: Complete the CTR form for Mid-Year Transcript Requests. (NO RETURN ADDRESS; no fee for this transcript)

A FINAL TRANSCRIPT must also be sent to the college/university that you decide to attend. It requires another stamped (**1 stamp**) business (**4 x 9.5**) envelope to be submitted before graduation.

NCAA CLEARINGHOUSE also needs a transcript if you plan to play sports in college. No envelope is needed.