



SENIOR CLASS PACKET



College Application Task Timeline

Task	Task Description	When	Additional Information
<input type="checkbox"/> Brag Sheet & Interview	Complete your brag sheet in Naviance so your counselor can write you a letter of recommendation. Save often when filling it out. After you've completed your brag sheet, contact your counselor to schedule your junior interview.	Spring of your Junior year (preferred) or fall of your senior year.	Your counselor will review your brag sheet during your junior interview and then write your letter of recommendation.
<input type="checkbox"/> Sign the FERPA & Match Accounts	Sign the FERPA by creating a Common Application account and then matching it to your Naviance account (see video for detailed instructions).	September of senior year (at least 30 days before your first application deadline).	Transcripts and letters of recommendation cannot be sent without you completing the FERPA or matching your Naviance and Common App accounts.
<input type="checkbox"/> Request Transcripts	Complete the three-step Transcript Request Process: <ol style="list-style-type: none"> 1. Request transcripts through Naviance. 2. Request transcripts through the Google Form. 3. Pay transcript fees. 	30 days before your application is due.	After you complete the three-step transcript request process the registrar will send out your transcript, the RM school profile, secondary school reports, and your counselor letter of recommendation to each college on your list. In February the registrar will automatically send out mid-year reports (with your Semester 1 grades) to each college you already requested transcripts for.
<input type="checkbox"/> Request Teacher Recommendations	Request teacher recommendations in Naviance after you've spoken with the teacher who agreed to write you a letter of recommendation.	30 days before your application is due.	After receiving your request through Naviance your teacher will upload their letter of recommendation to Naviance, complete the corresponding teacher report, and send it to the schools you've identified.
<input type="checkbox"/> Send SAT or ACT Scores (if applicable)	Send ACT or SAT scores to colleges through their respective websites: ACT.org or CollegeBoard.org.	30 days before application deadline.	Upon your paid request the College Board and ACT send test scores directly to colleges.
<input type="checkbox"/> Send Supplemental Materials (if applicable)	Check with your college if supplemental materials are accepted. If so, you can snail-mail or scan & email materials to send. Such as additional letters of recommendation, portfolios, an IB report, etc.	30 days before application deadline.	The IB office will prepare and provide you an IB report upon request.
<input type="checkbox"/> Submit Application	Complete and submit college application by the deadline. Give yourself some wiggle room so you're not trying to submit it at 11:59PM the night before it's due.	Deadlines vary by college: check with each college you're applying to.	Once your application is submitted most colleges will allow you to track the status of your application and all the components (transcripts, letters of recommendation, test scores, etc.).
<input type="checkbox"/> Apply for Financial Aid & Scholarships	Complete the FAFSA online. Complete Scholarship Searches in Naviance. Research and apply for scholarships online or in the Career Center.	FAFSA Application period opens Oct 1. Scholarship deadlines vary.	Colleges may provide you a financial aid offer made up of grants, scholarships, and/or loans. You will have the opportunity to accept or decline their offer when you decide whether or not to enroll.

Using Naviance in the College Application Process

The following tasks MUST be completed online through Naviance:

1. Create a Common Application account, fill out the Family Educational Rights and Privacy Act (FERPA) waiver, and match your Common Application and Naviance Student accounts.
2. Request for transcripts to be sent to the colleges to which you are applying. Counselor letters of recommendation will automatically be sent when you request a transcript.
3. Request teacher recommendations.

How to log into Naviance

Step 1: Go to the [Richard Montgomery webpage](#).

Step 2: Click on the [Counseling Tab](#) at the top of the page.

Step 3: Click on the "[Naviance Student](#)" link on the right-hand side under the Naviance tab.

Three-Step Transcript Request process:


1. Request Transcripts through Naviance:

Step 1: Once logged into Naviance, click on the "Colleges" Tab at the top of the page

Step 2: Click on the "Colleges I'm Thinking About" link under Research Colleges.

If all of the colleges you are applying to appear on this list, continue to Step 5. If not, continue to Step 3.

Step 3: To add colleges to this list, click on the "Add Colleges to List" link on the upper left-hand side.

Step 4: Look up the colleges you are interested in and check the  icon on the left-hand side next to each college to add directly to your "Colleges I'm Thinking About List."

Step 5: After colleges have been added, check the box on the left-hand side next to each college you are applying to from the "Colleges I'm Thinking About" list.

Step 6: Once selected, click on the "Move to Application List" button on the upper right-hand side.

Step 7: Select the appropriate application deadline and application type from the drop-down menus and click "Add and Request Applications." On the next page, click 'Initial' as application type and then "Request and Finish."

After Step 7, you can check the status of your transcript requests by clicking on the "Colleges" tab and then "Colleges I'm Applying To" under Apply to College

2&3. Request Transcripts through the Google Form and Pay Transcript Fees:

Once you have submitted your transcript requests through Naviance, complete the [Transcript Request Google Form*](#) for each school in which you are applying and [Pay your online transcript fee\(s\)*](#). The first three transcript requests are FREE, all requests after the first three are \$3.25 each. *You must request your transcripts in Naviance, request your transcripts through the google form and pay your transcript fees for your transcripts to be sent to the colleges you are applying to.*

**these links can also be found on the RMHS counseling website*

!! Richard Montgomery DOES NOT send out your official SAT or ACT test scores. You are responsible for contacting the companies who administer these tests through www.collegeboard.org and www.act.org to have your scores sent directly to the colleges you are applying to.

How to Request a Teacher Recommendation in Naviance:

Please note **you should have already spoken with the teachers you hope will write a letter of recommendation for you. If you have not already done so, speak to the teacher in person first before making a request in Naviance.

Step 1: Log into Naviance and click on the “Colleges” Tab. Next click on “Letters of Recommendation” under the Apply to College section.

Step 2: Click on the “Add Request” button on the right side of the screen.

Step 3: From the drop-down menu, choose the teacher who you have asked to write you a recommendation.

Step 4: Select the “choose specific colleges from your Colleges I'm Applying To list” or the “All current and future colleges I add to my Colleges I'm Applying To list” option so your teacher knows which schools to send your recommendation.

Step 5: Add a personal note, your first application deadline, and any further information in the box provided.

Step 6: Once done, click the “Submit Request” button.

Step 7: Once processed, you will see your request(s) and will have a green box at the top of your screen that confirms your request. You can track if your letter was requested and submitted on this same screen.

If you have questions about this process, please email the following people:

Your Counselor: _____

[Mrs. Erin Stamets](#), School Registrar

[Ms. Lisa Miller](#), College and Career Information Coordinator

Steps for Setting up a Common App Account, Completing the FERPA, and matching your Common App and Naviance Accounts

1. Go to the Common Application website and follow the instructions to create an account.
<https://www.commonapp.org/Login>
2. After you have an account established, log in and go to the **Common App** tab. Add Richard Montgomery as your high school in the Education Section.
3. Next, go to the **College Search** tab and select at least one college to add to your list of schools.
 - b. Enter college name.
 - c. Click the + sign to add the college to your list.
4. Now click on the **My Colleges** tab and you will see your added college(s) listed on the left-hand side. Expand the menu of any college on your list and click on **Recommenders and FERPA**.
 - a. Click on Complete Release Authorization and follow the prompts.
 - c. It is recommended that you select to waive your right to review your recommendations.
 - d. Check the box that states you understand this waiver cannot be changed.
 - e. Finish by signing your name in the box and clicking "save."
5. You now have to link your Naviance account with your Common Application account. Log-in to your **Naviance** account and click on the **Colleges** tab.
 - a. Click on "colleges I'm applying to" and then "**Match Accounts**" in the upper right-hand corner.
 - b. Follow the prompts to log-in to your common app account and connect your accounts.

Answers to Common Questions You May Have

- Graduation date: June 2024
- Class Rank Reporting: None
- Courses: Use course name as appears on your transcript
- Counselor Title: School Counselor
- Graduating Class Size: 550
- Credits: .5 each semester
- Counselor Phone: 240-740-6120
- GPA Scale: 4.0 unweighted/5.0 weighted

COLLEGE APPLICATION DEADLINE/NAVIANCE REQUEST DEADLINE

College Application Deadline	Request through Naviance Deadline
November 1	September 30
December 1	October 23
January 1	November 20
January 15	December 4
February 1	January 1


Rolling Deadlines require one month's notice.

Naviance Scholarship Searches

Complete the National Scholarship Search in Naviance to find National Scholarships that match your profile:

1. Log-in to your Naviance account by going to the [Richard Montgomery webpage](#), click on the [Counseling Tab](#) at the top of the page, and then “[Naviance Student](#)” on the right-hand side under the Naviance tab.
2. Once logged into Naviance, click on the ‘Colleges’ tab at the top.
3. Under ‘Scholarships & Money’ click on the ‘National Scholarship Search.’
 - You will be directed to a list of National Scholarships that meet your profile. To edit your profile, click on ‘Click here to change your profile and re-run your search’ at the top of the page.
4. Read more about national scholarships matched to you and apply if interested.

Complete the Scholarship Search in Naviance to find Scholarships that match specific criteria:

1. Log-in to your Naviance account by going to the [Richard Montgomery webpage](#), click on the [Counseling Tab](#) at the top of the page, and then “[Naviance Student](#)” on the right-hand side under the Naviance tab.
2. Once logged into Naviance, click on the ‘Colleges’ tab at the top.
3. Under ‘Scholarships & Money’ click on the ‘Scholarship Search.’
4. At the top left of the page, click on ‘Match and Filter.’
5. Review and select criteria that match your profile from the categories: Demographics, Academics, Student Interests, and Scholarship Requirements. When done, click Apply.
6. Review the list of Scholarships that match your chosen criteria. Favorite Scholarships by clicking the  Favorite icon. Read more about each scholarship by clicking on it and apply if interested.

When applying for scholarships, use the Google Form (the live link can be found on the RMHS Counseling and RMHS Career Center websites):

<https://docs.google.com/forms/d/e/1FAIpQLSfdgyBz0E2sjf-1oEz5ziJ9nBs8kEAMnxYQR4Xuz1zXlwxChw/viewform>

