

Naviance & College Application Guidelines

Naviance: <https://student.naviance.com/chagrinfalls>

Naviance is the service that the Counseling Office uses to process all college applications. All students must access and utilize their Naviance account.

About Me Section

Complete the **Junior Questionnaire for Recommendation NO LATER THAN September 15th** to assist your counselor in writing a recommendation for you.

Complete the **Teacher Recommendation Form** for teachers who have agreed to write you a letter of recommendation. Some teachers have different forms/processes, so individual conversations are essential. You will use the **Colleges** section to electronically request recommendations. Teachers will upload their confidential letters of recommendation after this email invitation has been sent. Remember to thank teachers with a note or e-mail. **Do not ask for more recommendations than are necessary for your college(s.) Some schools only require a counselor recommendation; some require up to 2 teacher evaluations.**

Ask your parents to complete the **Parent Brag Sheet** that is available through their Naviance account as soon as possible. They must have a parent account to access this. If they need an activation code, have them contact Mrs. Hancock at jan.hancock@chagrinschools.org

Colleges Section

Update the list of schools you are considering in **Colleges I'm Thinking About**. This list should be as accurate as possible. You will work with your School Counselor at the start of senior year to finalize this list by moving the school to the **Colleges I'm Applying To**. Naviance provides information that is specific to each school including identifying the application type (e.g., Common Application, individual school application) as well as application deadlines.

*You will **request teacher recommendations** from this section as well. Choose *Letters of Recommendation*, click Add Request, select the teachers who have agreed to write a recommendation for you, choose the **ALL CURRENT AND FUTURE APPLICATIONS** option and submit request.

Important School Information

School Code

360855

School Address

400 East Washington St.
Chagrin Falls, Ohio 44022

School Counselors

Students A – K
Mrs. Jennifer Newton

jennifer.newton@chagrinschools.org
(440) 247-2209

Students L – Z
Mrs. Faith Kover

faith.kover@chagrinschools.org
(440) 247-2209

*Remember that this is a process and we are here to assist you during Tiger Period in the fall, as well as by appointment. Mrs. Hancock can answer many questions related to the application process. Continue to check Naviance for the college visitation schedule and visit us on **Twitter @CFCounselors**.*

COLLEGE REPRESENTATIVES

Representatives from admissions offices of colleges and universities will be visiting CFHS during the fall. A calendar of scheduled visit times can be found in the Naviance. Students wishing to meet with the admissions officer **must obtain a pass to attend** the session from the Counseling Office **AND obtain permission from their classroom teacher one day in advance.**

COLLEGE APPLICATIONS

EARLY DECISION/EARLY ACTION CANDIDATES must meet with your counselor no later than **October 10th** so that all materials are processed by each school's published deadline.

DEADLINE – DECEMBER 1--All requests for transcripts and recommendations are **due to the Counseling Office BEFORE DECEMBER 1st including any applications with early January deadlines to insure processing before winter vacation.**

Common Application:

If a college or university accepts the Common Application, the **Counseling Department requires you to submit via the Common Application** rather than using an alternative application type.

College Specific Supplements: Complete the demographic information. Pull out all of the essays and decide what focus your Common Application essay will address and what your secondary supplemental essays will focus on.

Mrs. Hancock in the Counseling Office is your liaison for processing all college applications. You must give her your Records Release form and your transcript fee which is **\$2.00 per school**. All school documentation including official high school transcripts, school report forms, and letters of recommendation will be submitted to schools *electronically* via the Naviance edocs delivery system. Once you have officially submitted an application including online payment to a particular school, you are **required** to notify the Counseling Office who will process your supporting school documentation. **The Counseling Office is only able to submit supporting school documentation AFTER you have officially submitted and paid for an application online. For this reason, you are highly encouraged to work toward the completion of your applications well in advance of published deadlines.**

TRANSCRIPTS

SEE Mrs. Hancock **AFTER** you have **SUBMITTED** your online application with **\$2.00** for each official transcript needed.

STANDARDIZED TESTING INFORMATION

www.collegeboard.org

www.actstudent.org

It is your responsibility as the prospective student to ensure that all appropriate and required standardized testing information is forwarded to each individual school. Most schools require official results directly from the testing companies.

1. Arrange to take the necessary tests.
2. Make sure test scores are **sent by the appropriate agency (SAT or ACT) to the colleges** to which you plan to apply. Score report request information can be accessed on the websites of the testing agencies at www.actstudent.org and www.collegeboard.org. It is **YOUR RESPONSIBILITY** to have scores sent from the testing agency to your schools.

Chagrin Falls High School code for SAT and ACT is **360855** (also referred to as a high school code or CEEB code).

SAT DATES: www.collegeboard.org

ACT DATES: www.actstudent.org

October 5
November 2
December 7

September 14
October 26
December 14

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Chagrin Falls High School