





## College Applications: Student Directions

- 1) Complete all student portions of the application and submit prior to the deadline.
- 2) Student sends SAT or ACT to all colleges
  - Visit <http://www.collegeboard.com/> (SAT) or <http://www.actstudent.org/> (ACT)
- 3) Check to see if the school(s) you are applying to are: Common Application, Naviance eDoc Participants (Non Common Application) or Schools which require a mailed transcript (provide a stamped addressed envelope for each school)
  - This list available by:
    - Logging into Naviance and clicking on 'edoc/common app list' under Links OR
    - Add the colleges to 'Colleges I'm thinking about' link and look under 'Delivery Type'

- CA  = Common Application
- Blank Screen  = Naviance
- Postage Stamp  = Must be Mailed (provide stamped addressed envelope)
- CO  = Coalition Application

4) **\*If school IS A COMMON APPLICATION OR NAVIANCE eDOC PARTICIPANT SCHOOL, then please follow the procedures below:**

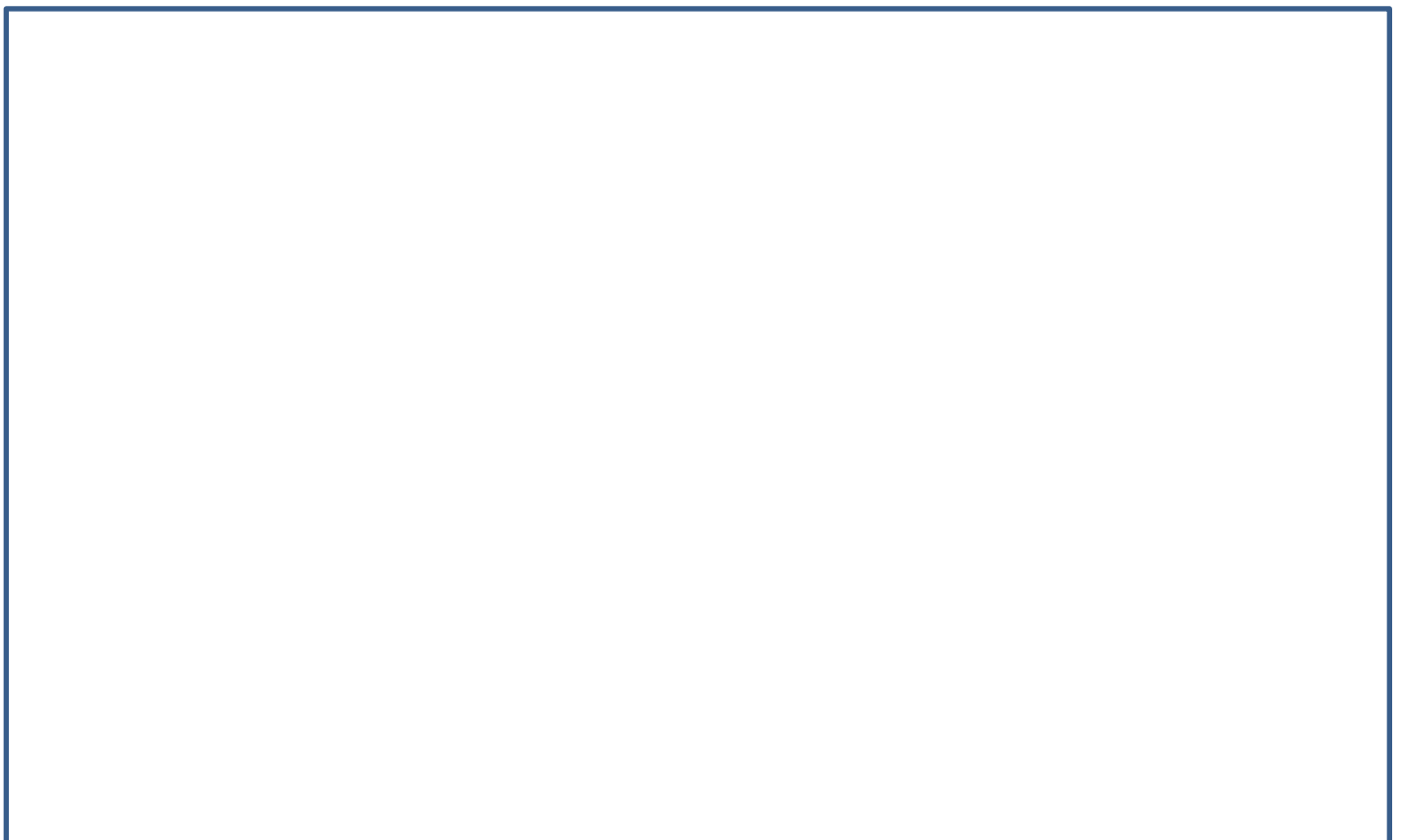
- a. Request Teacher Recommendation via Naviance (as soon as a teacher agrees to write a recommendation log on and immediately complete this step)
  - Click on 'Colleges' tab
  - Click on 'Colleges I'm Applying to' tab
  - You must have one school in the list to move forward: Click on Add to this list and add a school if no schools are listed.
  - Click on the Letters of Recommendation Section link
  - Click Add Request
  - Select the teacher you would like to ask and type a personal note for the teacher.
- b. Complete all student portions of the application and submit electronically prior to the deadline
- c. Make an appointment with your counselor to submit a transcript release form at **least 10 school days before the deadline**
  - DO NOT SUBMIT ENVELOPES OR EXTRA FORMS. This will all be completed by the counselor directly on Naviance. No paper is needed!
  - For Common Application schools, please make sure that the colleges are on your Common Application list

5) \*If school **requires a mailed transcript**, meaning they do not accept electronic documents, then please follow the below procedures:

- a. Complete all student portions of the application and submit prior to the deadline
- b. Make an appointment with your counselor to submit a transcript release form along with any secondary school report forms and a large envelope (available in guidance) addressed to the college admissions office with three **stamps at least 10 school days before the deadline** (you cannot submit this form until AFTER your online application is complete)!

6) Transcript Release Form

- A Transcript Request Form needs to be completed for **EACH** school you apply to.
- Hand to your guidance counselor **IN PERSON**. Do not leave in their mailbox!
- You can download a copy from the Guidance Website or pick one up in the office.
- Make sure your parent or guardian signs this!
- You must mark the method we must send your materials: **Common Application, Naviance eDoc or Must be Mailed**.
- If you applied via Common App – check Common Application on the transcript release form
- If you applied to a Common App school, but you did not apply via the Common Application – check what method the school will accept and **see your counselor to explain**.
- If teachers are writing recommendation letters, they must initial that they have uploaded your recommendation **BEFORE** submitting this form. Teachers need to initial only the first transcript release form.



**North Hunterdon-Voorhees School District  
Transcript Release Form**

HR: \_\_\_\_\_ Counselor: \_\_\_\_\_

(Please Print)

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ DATE OF GRADUATION: \_\_\_\_\_

I authorize the school to send a copy of my completed transcript to the institution listed below. I understand this record will include all courses, mid-term grades, final grades, and any information requested by the school's counseling center.

<input type="checkbox"/> Common App Waiver Complete	<input type="checkbox"/> Early Decision	<input type="checkbox"/> Common Application	<input type="checkbox"/> Teacher Rec Uploaded
<input type="checkbox"/> Counselor Rec Requested	<input type="checkbox"/> Early Action	<input type="checkbox"/> Naviance EDoc	<input type="checkbox"/> Teacher Rec Uploaded
		<input type="checkbox"/> Must Be Mailed <small>*provide stamped addressed envelope</small>	
		<input type="checkbox"/> Coalition Application	
NAME OF COLLEGE: _____			
COLLEGE ADDRESS: _____			
_____			
WHAT IS THE ABOVE SCHOOL'S DEADLINE? _____			
I understand that it takes approximately two weeks to completely process a new transcript.			
Signature: _____ Date: _____ <small>(Signature of parent/guardian for students under 18 yrs. of age)</small>			OFFICE USE ONLY  Date Processed

**Setting Up Your Naviance Account to Send Electronic Documents:**

Log into Naviance through VHS Guidance Webpage

- Click on 'Colleges' tab
- Click on 'College I'm Applying To'

**If you did not create a Common App account previously**

- Follow Step 1 – Create a Common App Account: Click on the link - Common App Online
- Apply Now Button
- Click on the Create An Account Link
- In the Email Address Box, enter your school email address
  - lastnamestudentID@student.nhvweb.net
  - squarcia20150241@student.nhvweb.net
- Use your school technology password to prevent problems later

**If you DID create a Common App account previously**

- **Enter the same information you used to set up the account**
- Complete the Information in your Common App account
  - All the education information must be entered before proceeding to the next task.

7) Complete FERPA

- You must complete all the tabs for the Education portion before you can do the FERPA authorization.
- Dashboard Tab: Search for one college of interest to add to your My Colleges list
  - Examples you can use is Moravian College or The College of New Jersey
- Under my colleges, click on Recommenders and FERPA
- Complete the FERPA Waiver
  - Click on Release Authorization
  - Check Boxes and continue through and read instructions
  - Sign and Save

#### 8) Match Your Accounts

- In College I'm Applying to
  - Enter the email address you used to create your Common App Account
  - Enter your date of birth if it is not there already
  - Click Match

#### Mid-Year Reports for Colleges:

- Mid-year reports will be submitted at the end of semester 1 upon request (mid-year transcript request forms are available in guidance)
- We only send mid-year reports if they are requested by the student using the proper form
- Please provide a stamped envelope addressed to each school. Please use regular size business envelope (VHS envelopes in guidance) with only 1 stamp.

## Important Voorhees Information for College Applications

(use this information to assist with completing the common application and other applications)

**CEEB Code:** 310433

**Voorhees Address:** 256 Route 513, Glen Gardner, NJ 08826

**Guidance Phone Number:** (908) 638-2130

**Guidance Fax Number:** (908) 638-6355

<b>Counselor Name</b>	<b>Counselor Email Address</b>
Beth Nemeth	<a href="mailto:enemeth@nhvweb.net">enemeth@nhvweb.net</a>
Jean DiSalvio	<a href="mailto:jdisalvio@nhvweb.net">jdisalvio@nhvweb.net</a>
Brian Strauss	<a href="mailto:bstrauss@nhvweb.net">bstrauss@nhvweb.net</a>
Megan Grilli-DeRobbio	<a href="mailto:mgrilli-derobbio@nhvweb.net">mgrilli-derobbio@nhvweb.net</a>
Ann Fresoli	<a href="mailto:afresoli@nhvweb.net">afresoli@nhvweb.net</a>

**Graduating Class Size:** 289

**Grading Scale:** 4.0

**Grade Point Average:** available on your Naviance account or on your junior transcript.

**Graduation Date:** June 15, 2017

Some friendly reminders:

- Voorhees does not disclose rank
- You need to send your SAT/ACT scores directly to the colleges you are applying to via [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org)
- You do not need to print out forms for Common Application or Naviance eDoc schools BUT you do need to print secondary school reports/ teacher evaluation forms for non-participating schools
- If applying to Rutgers, your NJ SID number is the State ID number on your transcript. Rutgers is a self-reporting school and does not require an official transcript in order to apply.
- Be sure to complete your counselor questionnaire as soon as possible if you would like your counselor to provide a counselor recommendation.