

NAVIANCE - Once registered, you may access Naviance by going to the Naviance link on the Student drop down menu on the BHS homepage. <https://connection.naviance.com/family-connection/auth/login/?hsid=burlingtonshs>

username: \_\_\_\_\_ password: \_\_\_\_\_

COMMON APPLICATION <http://commonapplication.org>

username: \_\_\_\_\_ password: \_\_\_\_\_

SAT [www.collegeboard.com](http://www.collegeboard.com)

username: \_\_\_\_\_ password: \_\_\_\_\_

ACT [www.act.org](http://www.act.org)

username: \_\_\_\_\_ password: \_\_\_\_\_

### SENIOR COLLEGE APPLICATION TO-DO CHECKLIST



**\*\*Look at all the admissions checklists** for the schools to which you are applying and determine what supporting documents are required by each school in order to complete your application for that school. *Requirements vary from school to school.* This list of requirements can be found on each college's website.\*\*

- **Turn in Tan Transcript Release Permission form to Brittany Langevin.** Ask your parent/guardian to sign the form, which gives us permission to release your transcript to colleges, then return it to Brittany in the guidance office *at least 3 in-session school weeks prior to your earliest deadline.* **IT MUST BE TURNED IN BEFORE YOU CAN REQUEST TRANSCRIPTS IN NAVIANCE**
- **Establish an account on Naviance and Common App, and complete the FERPA privacy statement on your Common Application.** Be sure to enter your Common App username and password correctly on Naviance or we will not be able to send your transcript and counselor letter electronically.
- **Directions to complete FERPA release on the Common Application**
  1. Go to 'My Colleges' tab on top of page (you must add at least one school)
  2. Click on 'Recommenders and FERPA' on left hand side
  3. FERPA Release Authorization will appear. Follow the instructions. Colleges prefer you waive rights to see letters of recommendation to assure they remain confidential documents.
  4. In Naviance, go to 'Colleges I'm Applying To': enter email used for Common App, select 'Match'
- **Request your transcript on Naviance.** Once you have returned your tan transcript release form, you must also request your transcript for each college to which you are applying (colleges tab), at least 3 in-session school weeks prior to your earliest deadline. **Please note on Naviance whether you are applying early action, regular decision, etc.**

#### colleges I'm applying to


Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).


Type	Transcript	College	I have submitted my application
Early Action	<input checked="" type="checkbox"/> request	University of Vermont <a href="#">lookup</a>	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Priority	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Early Decision	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Rolling	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>
Restrictive Early Action	<input type="checkbox"/> request	(click lookup) <a href="#">lookup</a>	<input type="checkbox"/>

<input type="checkbox"/>	<a href="#">James Madison University</a>	RD	Direct to institution		N/A	Jan 15, 2012	no request
<input type="checkbox"/>	<a href="#">McGill Univ</a>	RD	Direct to institution		N/A	Jan 15, 2017	requested
<input type="checkbox"/>	<a href="#">Northwestern Univ</a>	RD	<a href="#">Direct to institution</a>		N/A	Jan 01, 2016	no request
<input type="checkbox"/>	<a href="#">Saint Michael's College</a>	RD	<a href="#">Common App</a>		N/A	Feb 01, 2014	requested

- = applications, transcript, letters of recommendation must be mailed

 = not a Common App school, but transcript and letters of recommendation can be submitted electronically

 = Common Application school, materials are submitted electronically.


 = Student indicates he/she is not applying via Common App, but materials can be submitted electronically

\*\*\*Tell Brittany if you are NOT using a Common Application for a Common Application school (if, for example, you are using a particular college's "preferred application")\*\*\*

- **Request that your test scores be sent from the testing centers to the colleges.**  
SAT scores may be requested at [www.collegeboard.org](http://www.collegeboard.org) , ACT scores at [www.act.org](http://www.act.org)
- **Complete the FAFSA** (<https://fafsa.ed.gov/>). Refer to the VSAC website ([www.vsac.org](http://www.vsac.org)) and individual college financial aid webpages for deadlines and information.
- **Teacher Letter of Recommendation:**
  - If a separate letter of recommendation is REQUIRED, ask one (or two, depending on how many are required) academic teacher(s) from your junior/senior year for a letter of recommendation. Ask AT LEAST 3-4 weeks in advance of your first deadline. Do not ask a teacher for a letter of recommendation if the college does not require one.

Who will you ask? \_\_\_\_\_ Date requested \_\_\_\_\_

P.S. It is nice to follow up with a thank you note to that person!

- See instruction sheet you receive in your senior appointment to learn how to make teacher requests in Naviance
- Teachers use Naviance to submit letters of recommendation electronically. Talk with the teacher about any schools that require the letter to be mailed  . For **each** school that requires the letter of recommendation to be mailed, you will provide the teacher with a business-sized envelope that is stamped and has the admissions office address for **each** school.
- **Counselor Letter of Recommendation Documents**
  - If you need a counselor letter, ask AT LEAST 3-4 weeks in advance of your first deadline. You will hand out blue Brag Sheets to teachers whom you want to write a letter.
  - **Complete your Senior Activity Sheet.** Return to Brittany Langevin in the guidance office. Counselors use the information you provide on the senior activity sheet to help inform their letter of recommendation.
- **Work on your essay(s)**, leaving time to revise/edit.
  - College Essay Writing help will be done in English classes during senior year.
  - While you might ask a trusted adult for feedback, always be sure it is YOUR voice in the end!
- **MAKE SURE YOU PAY ATTENTION TO DEADLINES!** If you miss the deadline for a school, they are not likely to accept your application after the deadline.

○ **HELPFUL INFORMATION WHEN COMPLETING THE COMMON APPLICATION:**

- ❖ Burlington High School CEEB code: 460085
- ❖ Counselor fax number: 802-864-8408
- ❖ BHS Address: 52 Institute Road Burlington, Vermont 05408
- ❖ Class size: 219                      Graduation Date: June 14, 2018
- ❖ Contact information:

Ms. Lise Bruder	9th Grade	<a href="mailto:lbruder@bsdvt.org">lbruder@bsdvt.org</a>
Mr. Mario Macias	A-Bar, J-Mar	<a href="mailto:mmacias@bsdvt.org">mmacias@bsdvt.org</a>
Ms. Simrat Peltier	Mas- Z	<a href="mailto:speltier@bsdvt.org">speltier@bsdvt.org</a>
Ms. Karen Prouty	Bas-I	<a href="mailto:kprouty@bsdvt.org">kprouty@bsdvt.org</a>
Mr. Tony Settel	EL Student	<a href="mailto:tsettel@bsdvt.org">tsettel@bsdvt.org</a>
Ms. Brittany Langevin	Registrar	<a href="mailto:blangevi@bsdvt.org">blangevi@bsdvt.org</a>

- ❖ GPA/Rank information: BHS does not rank. Grades are unweighted and based on a 4.33 scale.
- ❖ On the Academics Section of your Common Application:
  - Select “None” from the drop down menu for the **Class rank reporting question**,
  - Leave the **Cumulative GPA** field blank (because 4.33 is not an option in the **GPA scale** drop down menu). Colleges will be able to get this information from your transcript and our school profile.
  - **GPA weighing**-Unweighted