

NAVIANCE

On the “Home” page under “My Favorites” list your college(s) in “I’m Thinking About”
Pay attention to the “Delivery Type” column in Naviance

Move your college from “Thinking” to “Applying to” in Naviance

Pay attention to the “**Submission Type**” column in Naviance

This icon indicates your college has 2 ways to apply, either thru Common App or using the college/university application.
Which application are you using?



This indicates the college has their own application.

Request transcript
*Step D

Please Note: If the college requires a counselor recommendation letter complete *Steps A, B, C.
If the college requires only a Formal teacher recommendation letter complete *Step C.



The print symbol indicates transcript needs to be mailed. Provide envelope addressed to the college w/postage to Room A109

1. Create Common App Account
2. Add colleges in your Common App
3. Select “South High” in Common App
4. Sign FERPA Waiver in Common App
5. **DO NOT** add any recommenders in Common App

Match Common App in Naviance

Common Applications

- Request transcript in Naviance (*Step D)
- Some colleges require counselor letter of recommendation if so, complete *Step A, B, C & D in Naviance

Please Note: Check in CA if college requires a FORMAL teacher recommendation if needed complete *Step C

*Instructions for Step A, B, C & D are posted on the “Home” page of Naviance by scrolling down to “Resources to get Ready” and select “Document Resources”

Letter of Recommendation Procedures in Naviance

(Print this page and follow the below instructions)

STEP A: Request *INFORMAL* teacher feedback (used by your counselor to write a quality letter; the informal feedback is NOT sent to colleges)

1. Select “Colleges” on the “Home” page of Naviance from the pull-down menu select “Apply to College”
2. Select “Letters of Recommendation”, and click “Add Request”
(select 3 teachers who know you well (you might consider asking junior year teachers because they had you in class most recently before senior year).
(Please Note: using this process in Naviance as feedback from teachers only)
3. Select “All current and future colleges I add to my Colleges I’m Applying To List”.
(remember this is only feedback from teachers for your counselor to use)
4. In the box below write a short e-mail to the teacher about why you are requesting their feedback (i.e. “Dear Mrs. Smith, I am working on my college applications and need some feedback from you so that my counselor can write the best recommendation letter possible for me. Thank you so much for taking your time to do this! I will come and see you soon in person so we can talk about it.”)
5. Select “Submit Request”
6. Monitor the “Colleges I’m Applying To” page to see when your teacher "Status" column changes from “Requested” to “In Progress” then continue to Steps B & C.
(Please Note: Informal teacher feedback will not to sent to any colleges)

STEP B: Complete the “Required Questions for College Recommendations” survey (counselor will use this information in the recommendation letter as well)

1. On the “Home” page of Naviance select “About Me”, from the pull-down menu select “My Surveys”
2. Select “Surveys Not Started” then select “Required Questions for College Recommendations”.
2. Completely fill out the survey, providing thorough and thoughtful responses. The more detail you add, the better your recommendation letter will be from your counselor!
3. Click “Save and Finished” only after all questions are answered.

Please Note: You cannot go back and change anything after you click “Save and Finished”, so make sure it is complete.

STEP C: Request the FORMAL recommendation letter from Counselor and/or Teacher

1. On the “Home” page of Naviance, scroll down to “From My School” and select “View all from my school”.
2. Select “Frml Cnlr/Tchr Rec” (will be activated first day of school). Complete all required information.
3. If only a formal letter from the counselor is required, fill in the counselor’s name.
Please note: you need two or three INFORMAL teacher feedbacks before requesting from your counselor.
4. If a formal teacher letter (or two) is required, fill in the teacher’s name(s) as well.
5. Make sure to complete a separate request for each college that requires a letter.

Please Note: not all colleges require letters of recommendations from your counselor and/or teacher(s). Check what your college applications require before you complete DGS college procedure.

STEP D: Request your transcript in Naviance

1. On the “Home” page select “Colleges” from the drop-down menu then select “Colleges I’m Applying to”
2. Mark the box by each college that requires transcript(s)
3. Select the “Plus” icon
4. Complete the required questions and then select “Add and Request Transcript”

Remember: Allow at least 3 weeks for processing. Refer to “DGS App Deadlines” located on the “Home” page of Naviance by scrolling down under “From My School”.

Attention: Counselor and/or Teacher recommendation letters will be sent electronically to the colleges that participate in Naviance.