Counselor _____

STATUS OF APPLICATION NOTIFICATION

STUDENT NAME _____   DATE _____

STUDENT NUMBER _____

<u>INSTRUCTIONS</u>**:**

As you submit applications electronically to Colleges and Universities come to the College Resource Center to report the results. Please fill in the information below as completely as possible and present this form to the CRC.

For each school do the following:

1. Once you apply to select colleges and pay the fee, click on "request transcripts" and follow the directions. This link will be found above your list of schools.

2. Check to see if your college requires letters of recommendations. Do not exceed the college's number of recommendations. You must speak to the teacher face to face (no email requests) before submitting their name. Follow up with a thank-you note.

3. Students are responsible for sending standardized test scores to the following: ACT: www.act.org or SAT: www.collegeboard.com

4. If you have applied through the Common Application you must match your Common App with Naviance. You must first click on the "FERPA" Release Authorization, fill out, sign and submit. Once submitted it will have a green check mark. Now log into Naviance and, under Colleges I'm Applying to, enter your Common App Email Address. You must do this in order to link your Common App Account (which now holds your signed FERPA Waiver) to Naviance.

Name of School (please include campus location)	Did you Request Transcripts?	How Many Teacher Letters Does This School Require?	Name of Teachers	Did you Apply Common App?	Did you Match your Common App account with Naviance?

Student Signature _____

Return this form to the College Resource Center between 7:30 – 10:30 a.m.