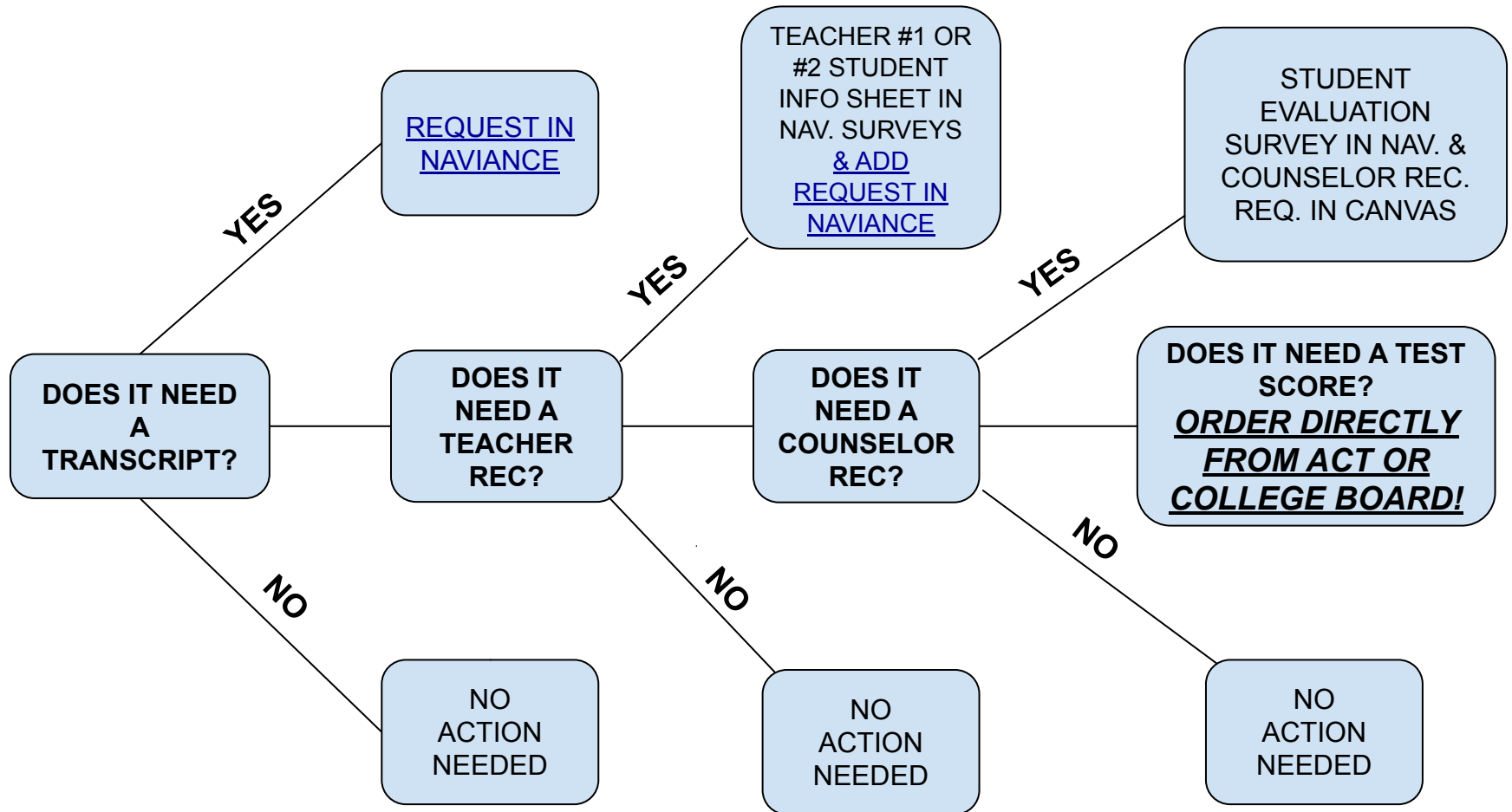


COLLEGE APPLICATION FLOW CHART

FIRST: ADD COLLEGE TO "COLLEGES I'M APPLYING TO LIST" ON NAVIANCE



College Application Flow Chart Explanation

1. Using information from the College Tracker, add a college to Naviance in "**Colleges I'm Applying To**" **FIRST**
2. Identify the type of application, (Commonapp or College) and application deadline type (EA, ED, Reg) etc.
3. Ask: Does the application need a transcript or is it self-reported grades? If it needs a transcript, click "Add Transcript". If self-reported, no action needed.
.
4. Ask: Does the application need a counselor letter of recommendation? If yes, make sure you have completed the *Student Self-evaluation Survey* in Naviance. Then, request a recommendation letter from your **counselor** on the **Canvas page**.
.
5. Ask: Does it require a teacher letter of recommendation? If yes, complete the **Teacher #1 Student Info Sheet** in Naviance "*Surveys*" to give the teacher information about you. If you need two recommendations, you may complete a **Teacher #2 Student Info Sheet** for that teacher.
NEXT: go to Naviance, "*Colleges I'm applying to*" and "*Letters of Recommendation*" to **complete and track** the request. You will make separate requests for each teacher. When you request the letter, tell the teacher if they are Teacher #1 or Teacher #2 in the box provided for additional information.
6. Does it require test scores? LT **does not** send test scores. You must **ORDER** them through ACT or College Board.