

# COMPONENTS OF THE APPLICATION PROCESS

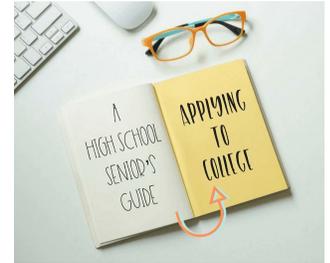
A completed application has a number of critical components. Please adhere to these guidelines in order for your applications to be accurate and of value to the college admissions office.

To Access Your Naviance Family Connection account:

<https://student.naviance.com/wohsnj>

## The Student's Piece (to be completed ASAP...)

- Request transcripts through Transcript Request Google Form: <https://goo.gl/forms/DxJJJUDhOeuxYYu92> at least 15 SCHOOL DAYS prior to your application deadline
- Make sure that your parent/guardian completes the [Record Release Form](#) for application documents
- Request Teacher Letters of Recommendation in Naviance (*see instructions attached*)
- Complete the Recommendation Letter Survey on Naviance (*see instructions attached*)
- Complete the Resume on Naviance (*see instructions attached*)
- Request that SAT/ACT scores be sent to colleges - if applicable (*from the SAT/ACT websites - see instructions below*)
  - *Many colleges/universities are waiving this requirement. Check with individual schools*
- Complete the application online (Common App, Coalition App, or Directly on the College/University Website)
- Complete [FAFSA](#) as early as October 1st
- Complete scholarship applications (check Naviance for scholarship opportunities)
- Sign up for Virtual College Visits on Naviance or college websites



***\*If you are eligible for free/reduced lunch please contact your School Counselor for details regarding fee waivers\****

### If you are applying to a school using the Common App:

- Visit <http://www.commonapp.org/> to create your account
- Once your account is created add ALL of your Common App schools to the account
- Connect your Common App account to your Naviance Account

THE COMMON  
APPLICATION

### If you are applying to a school using the Coalition App:

- Visit <http://www.coalitionforcollegeaccess.org/> to create your account
- Once your account is created add ALL of your Coalition App schools to the account

### Request that SAT/ACT scores be sent to colleges (if available)

**SATs:** [www.collegeboard.org](http://www.collegeboard.org)

- Log into your personal, "My SAT" account. There is an additional fee per college
- Only the scores students select will be reported. If score choice is not selected, all scores will be sent.

**ACTs:** <http://www.actstudent.org>

- Log into your personal account, click "Scores" at the top.
- On the left, click "Send your scores."

## APPLICATION INFORMATION

### General WOHS Information:

- **Address:** West Orange High School---51 Conforti Ave --- West Orange, NJ 07052
- **Phone:** 973-669-5301
- **Principal:** Mr. Hayden Moore
- **Assistant Principals:** Ms. Lesley Chung, Mr. Louis DellaPia, Dr. Kimberly Mancarella, Ms. Annette Towson

### Counseling Office Information:

- **Counseling Department Fax:** 973-669-5184
- **CEEB/ACT Code:** 311613
- **Number of students in graduating class:**
- **Total enrollment at WOHS:** Approximately 2,000 students
- **Date of Graduation:** June 24, 2021 (TBD)
- **GPA Scale:** 4.0
- **Class Rank:** We use **DECILE** ranking system (example Top 10%)
- **GPA Weighting:** Yes
- WOHS reports only Weighted GPA information and scales; if the application asks you for unweighted information, the response is "N/A."

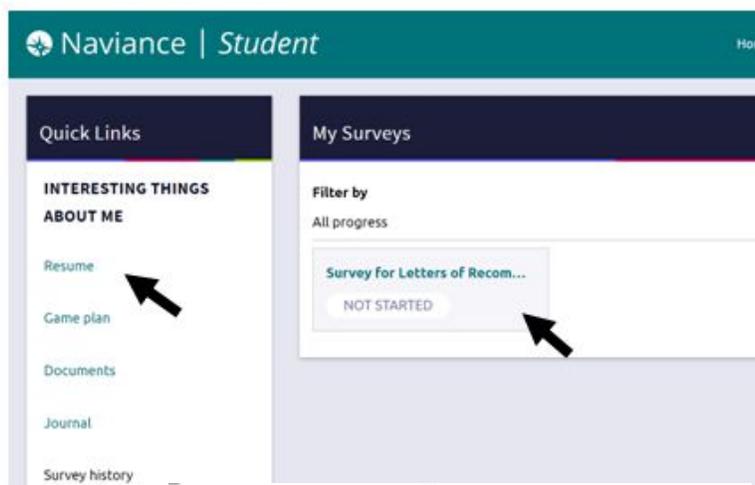
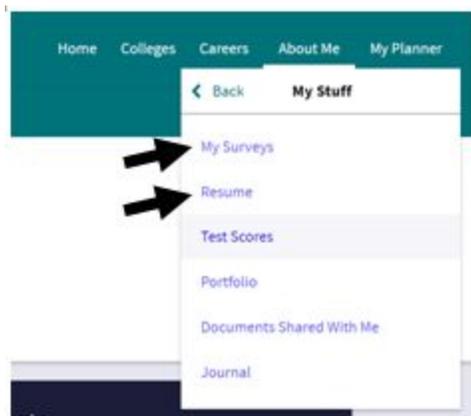
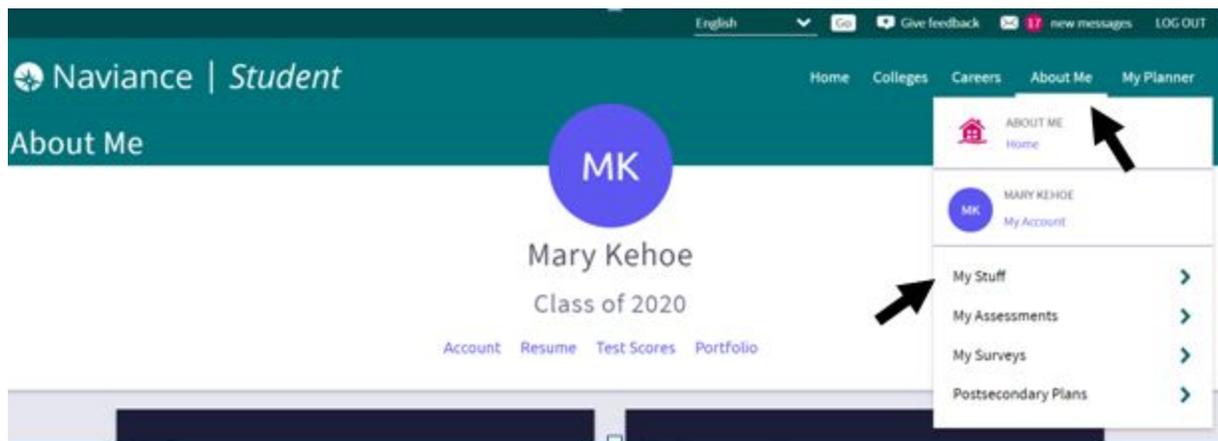
College Deadline	All Requests to School Counseling Office Before
October 15th	September 22nd
November 1st	October 9th
November 15th	October 22nd
November 30th/ December 1st	November 2nd
December 15th	November 19th
January 1st	December 1st
January 15th	December 15th
<p><b>*WATCH DEADLINES*</b></p> <p>A college deadline is not the day on which to send your application. Therefore, it is essential that seniors submit all requests through google forms <u>at least 15 school days prior to the college deadline.</u></p> <p>See above for the most common college deadlines and corresponding document request deadlines. *</p>	

<b><u>*IMPORTANT DATES*</u></b>		
<b>FINANCIAL AID NIGHT:</b>	TBD	VIRTUALLY

# NAVIANCE STUDENT INSTRUCTIONS

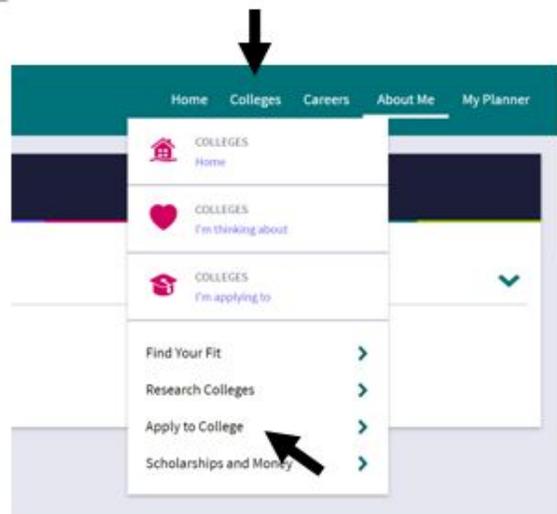
## Complete the Recommendation Letter Survey and Resume on Naviance for Counselor/Teacher Letters

- ❑ On your Naviance page click the “About Me” tab in the top right corner
- ❑ When the drop down menu appears, click on “My Stuff”
- ❑ You will see “My Surveys” and “Resume” listed on the drop down
- ❑ Click on “My Surveys” and complete the “Survey for Letter of Recommendation” (be sure to hit submit)
- ❑ Complete the resume and submit it

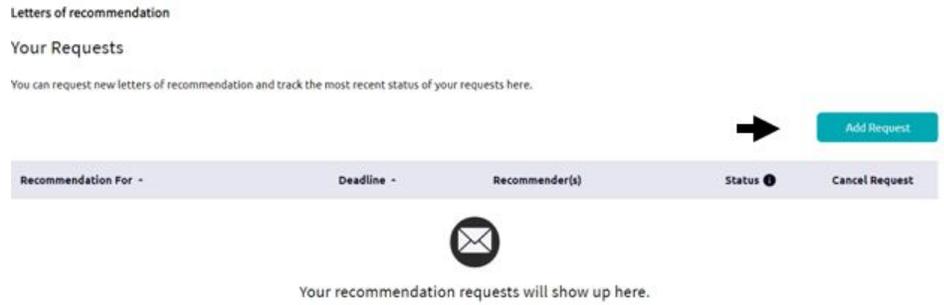
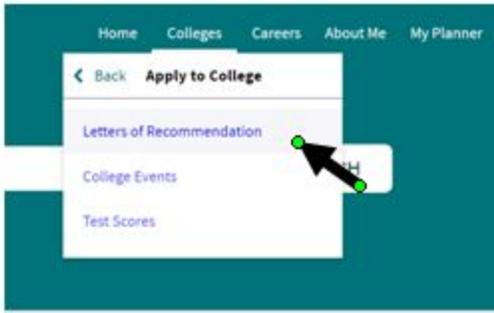


## Request Teacher Letters of Recommendation

- ❑ Click the “Colleges” tab in the top right corner
- ❑ When the drop down appears click “Apply to Colleges”
- ❑ Click “Letters of Recommendation” and then click on Add Request
- ❑ #1. Select the teacher’s name from the drop down. #2. Select the first option for the letter to be used for all colleges. #3. Complete question #3 - be sure to include a thank you note.
- ❑ Click “Add Request” and complete the request



## Request Teacher Letters of Recommendation (continued):



### Letters of recommendation

#### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

[Cancel](#) [Submit Request](#)

#### 1. Who would you like to write this recommendation?\*

Select A Teacher

#### 2. Select which colleges this request is for:\*

- All current and future colleges I add to my *Colleges I'm Applying To* list.  
\*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- Choose **specific** colleges from your *Colleges I'm Applying To* list

#### 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

## Connect your Common App Account to your Naviance Account

- Click the "Colleges" tab in the top right corner
- When the drop down appears click "Colleges I am Applying to" (graduation cap photo)
- When you get to the next screen complete the information needed in the RED BOX

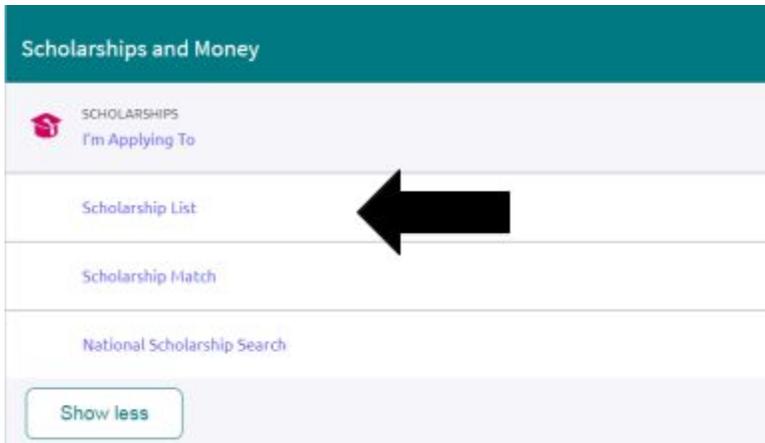
A student is eligible to complete the Common App Account Matching process if he/she has:

- Created a Common App account on [www.commonapp.org](http://www.commonapp.org)
- Added colleges on Common App
- Signed the Common App FERPA Release Authorization on Common App.



## Check Naviance for scholarship opportunities & complete scholarship applications

- Check Naviance for scholarship opportunities
  - Click the “Colleges” tab in the top right corner
  - Scroll down until you see the box that says “Scholarships and Money,” then click on “Scholarship List”
- Separate from Naviance, complete the FAFSA application for financial aid: <https://fafsa.ed.gov/>



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## The Parent Piece

- Complete the FERPA Waiver on Google Forms (hard copies available upon request):
  - <https://goo.gl/forms/2uBlgDiuxCRLju712>
- Help your student by monitoring the college application progress
- Complete Parent Brag Sheet - emailed to you by your child's school counselor

## The Counselor's Piece

- Send official transcript
- Write and send counselor's letter of recommendation
- Complete a Secondary School Report (SSR) / Counselor Evaluation form, School profile which will be completed and sent electronically (DO NOT PRINT any forms for counselors)
- Send fee waivers (if applicable)

## The Teacher's Piece

- Write and upload to Naviance the Letter of Recommendation
- Complete and upload a Common Application Teacher Evaluation Form (if applicable)