

Important Senior Information

Transcript Requests:

*If you would like a transcript sent to a college, log onto your Naviance account. Click Colleges I'm applying to, under My Favorites. Click the plus sign. Enter the college of interest. Click Add and Request Transcript. Request the Initial Transcript. (The mid-year and the final transcripts do not exist yet.) Do not click include SAT or ACT scores as we do not add them to our transcripts. (You will need to send them to your schools directly from College Board and ACT.)

*If you are requesting a transcript for a non-college, like NCAA or for a scholarship, log onto Naviance. Click Colleges, Colleges I'm applying to and then Manage Transcript. Click the plus sign and follow directions for your needs by clicking College Application Transcript or Other Transcript. Request the Initial Transcript. Do not click include SAT or ACT scores as we do not add them to our transcripts. (You will need to send them to your schools directly from College Board and ACT.) Continue until the request is complete.

The school registrar will send out your transcript within 3-5 business days. You can check the status of when they were sent through Naviance. You will go to Manage Transcripts to see when the transcript was sent. Follow up with the school registrar or counseling with additional questions or concerns.

Counselor Letters of Recommendation:

Carefully review your applications to see if a counselor letter of recommendation is needed. **The Common Application requires a Secondary School Report which is completed by the school counselor and may require a letter of rec.** If you do need a letter of recommendation, you will need to provide your school counselor documentation which includes a student brag sheet, parent brag sheet, activity record and/or resume. You will also need to schedule an interview with your school counselor at least 1 month prior to the due date of the counselor portion. To locate the brag sheets needed for the interview, go to your Naviance account, click on the Document Resources (located on the bottom of the home screen), click on the senior folder, and open the Student Brag Sheet, the Parent Brag sheet, and the Activity Record/Resume. Once these forms are completed, schedule a time for the interview. Counselors will submit your secondary school report and recommendation directly to the college and/or scholarship organization. For teacher recommendations, you should ask them a minimum of 2-4 weeks prior to your due date.

College Applications:

Applications to most colleges and universities are accessible online. For in-state universities, apply directly using their college institutional application to save time, effort and receive a faster decision. Counselor and teacher recommendations are not needed for general admissions to the 3 in-state universities. For the common application, you must indicate that CSHS uses Naviance to submit their common application forms. Complete the applications as soon as possible for admission and scholarship opportunities. Check on the school's website to make sure you are meeting their deadlines.

- **ASU: Monik Gomez** , Freshman Admission Specialist, Arizona State University, Admissions Services, Monik.Gomez@asu.edu
- **NAU: Erin Murdock**, Admissions Officer, Sr., Undergraduate Admissions and Orientation, Northern Arizona University, Phone: 928-523-7499, Fax: 928-523-6023, Toll Free: 888-628-2968, Erin.Murdock@nau.edu
- **U of A: Kyle Fisher**, Admissions Counselor, 520-354-9896 , Fish94@arizona.edu
- **GCU: Kassi Eastin**, Admissions Specialist, off: 602-247-3035 kassi.eastin@gcu.edu
- **PVCC: Dynorah Harries, M.A.**, Student Services Specialist, Office of Recruitment, Paradise Valley Community College, 18401 N. 32nd St., Phoenix, AZ 85032, (602) 787-7638, Dynorah.Harries@paradisevalley.edu
- **Common Application Website:** <https://www.commonapp.org/>

Standardized testing needed for college:

Many colleges and universities are test optional and/or test blind. Check directly with your colleges of interest to determine if the SAT/ACT are needed for admissions and/or scholarships. If you need to take or retake the ACT or SAT, you will need to register for the SAT (www.collegeboard.org) and ACT (www.actstudent.org) prior to college deadlines. Make sure you are meeting all requirements of the colleges you are interested in attending. Send your official test scores to your colleges of interest through ACT and SAT directly. They do not appear on our transcripts.

FAFSA opens 10/1:

Free Application for Federal Student Aid (<https://fafsa.ed.gov/>). Everyone with a social security number should submit ASAP on or after 10/1. Check with your colleges of interest to determine if this is required by them. Reach out to FAFSA directly for assistance. Their phone number and chat information can be found on their website.

Scholarships:

Don't eliminate a college because of Sticker Shock. Check out the [Net Price Calculator](#) and [Scholarship Opportunities](#) for the college you are interested in by visiting the colleges' websites, connecting with the college scholarship and financial aid offices, and their admissions offices.

Scholarships that come through the school counseling office are posted in [Naviance](#), so make sure to check-out "Scholarships" on Naviance regularly.

Student Athletes:

Visit NCAA eligibility center for NCAA requirements at <https://web3.ncaa.org/ecwr3/>. Remember that many online courses are not recognized by the NCAA (including those at CSHS) and the NCAA requirements are different from both the HS graduation requirements and most college admission requirements. You will need to work directly with NCAA to ensure you meet the NCAA requirements.