

Applying to College Naviance Instructions

This document provides step-by-step instructions to use Naviance in the college application process, how to request transcripts, and how to request teacher and counselor recommendations. If you have any questions, please email your counselor or Ms. Fitts (afitts@opusd.org), or stop into the College & Career Center.

“Colleges I’m Applying To” List

Once you have made the decision to apply to a college, you will add each college to the “Colleges I’m Applying To” list in Naviance. Once you’ve added the college, make sure you have the correct application deadline and the correct application type indicated in Naviance. View [this link](#) for complete instructions. If you still are unsure about applying to a specific college, leave that college in the “Colleges I’m Thinking About” list in Naviance until you are certain that you are applying.

Common Application/Naviance Matching

Complete the two steps below if you are applying to one or more colleges through the Common Application.

1. Watch [this video](#) for instructions to match your Common Application and Naviance accounts.
2. Before matching, you must do the following on the [Common Application](#) website:
 - a. Create a Common Application account (or rollover your account to the 2022-2023 Common Application if you created an account before August 1st)
 - b. Add Oak Park High School as your current school
 - c. Add at least one college to your Common Application list
 - d. Sign the FERPA release authorization form

Letters of Recommendation*

*Important: You must check if a college requires a letter of recommendation BEFORE requesting. UC/Cal States do not require a letter of recommendation at the time of application.

Teacher Recommendations

1. *Politely* request teacher recommendation letters **in person**, if your colleges require one or more teacher letters.
2. *Once a teacher has agreed to write a recommendation letter*, submit your request through Naviance. Watch [this video](#) for detailed instructions.
3. Ask your teacher what information they require to write your teacher recommendation (e.g. teacher recommendation questionnaire in Naviance).

“Other” Recommendations (e.g. coach, employer, clergy, community service supervisor, etc.) ~ OPTIONAL

1. If your college(s) allow you to submit an *optional* recommendation letter from an outside recommender, you must submit this request directly through your application portal (e.g. Common Application, Coalition Application, etc.)
2. DO NOT request a *teacher or counselor* recommendation letter through your application portals. View “Teacher recommendations” instructions above and “Counselor recommendations” below for the proper procedures.

Counselor Recommendations and Counseling Meeting

Counselors will start meeting with students the week of Sept. 6th. Request for a counselor recommendation is done at the 1:1 meeting. These meetings are for students only. **The following must be completed at least ONE day before a scheduled counselor meeting or the meeting will be canceled and the student will need to sign up for another available time.**

1. Log in to Naviance. On your home page, find “**Important To-Dos and Tasks.**”

- Select “**See All in My Planner.**”
- Select “**Tasks Assigned to Me.**”

2. **Waiver Agreement:** Open the Waiver Agreement file in Naviance. Then, download the file. Read the statements, enter your information, and sign the document. ***You and your parents/guardians may type your names in place of the signatures.*** Then, save the file as a pdf. Go back to the **Waiver Agreement** task in Naviance. Upload your pdf.

3. **Add colleges to “Colleges I’m Applying to:”** View [this link](#) and click on the task for complete instructions. If your college list changes after you have met with your counselor, you must update your list in Naviance, and email your counselor and teacher recommenders to notify them of the change. **IMPORTANT: If you do not update your Naviance college list and notify us of the changes, your college(s) will not receive a transcript or recommendation letter!**

4. **Counselor Questionnaire:** Complete the counselor questionnaire found in the “About Me >> Surveys from Your school” tab in Naviance. Save the survey frequently to avoid losing your information.

5. **Resume:** Upload a resume in the “**Journal**” section of Naviance or you can create a resume in Naviance. If creating a resume in Naviance, you must create and save a copy under “Print/Export.”

6. **Parent Questionnaire:** The parent questionnaire assists your counselor recommender to learn more about you. While this is not a mandatory task, it is recommended.

7. **Transcript Request Process:** Follow instructions by clicking on the “Transcript Order” link on the main OPHS webpage or go directly [HERE](#).

8. Go to the [counseling website](#) to schedule your 1:1 meeting.

Counselor Recommendation Timelines (teachers will set their own timelines but you should expect to give at least 3 weeks’ notice, not to include school breaks).

Application Due Date	Deadline to Request Letter of Recommendation
Before October 1	Week of September 6*
October 15	September 15*
November 1	September 30*
November 15	October 14*
December 1 - January 15	November 4*
After January 15	At least 3 weeks before deadline*
*Requests submitted after the deadlines may not be submitted by the application deadline and will not be given the same time and personalization as letter requests submitted by stated deadlines.	