



**Application
Filing Types
ED,EA,REA**

Early Decision (ED)-ED decisions are **BINDING**. Students can only apply early decision to one school-TOP CHOICE.

Binding-If you are admitted through Early Decision, you must attend that college.

Early Action (EA)-Similar to ED plans, but are **NON-BINDING**. Students can apply to more than one college.

Restrictive Early Action (REA)-Applicants may not apply early (either early action or early decision) to any other college. Students can still apply to other colleges under **REGULAR DECISION**.

Regular Decision-Students submit an application by a specified date and receive a decision clearly stated period of time. **NON-BINDING**.

Rolling Admission-College review applications as they are submitted and render admission decision throughout the admission cycle. **NON-BINDING**.

Test Optional-Colleges that do not require standardized exams. They might ask for an alternative assessment.

Test Blind-Colleges that do not require or accept standardized test scores at all. If you submit a score it will not be considered in the admission process.

Recalculate GPA- Each college has its own methodology/formula for what classes and grade scale they use for their GPA. Some schools share the 'formula' with applicants.

Common Application (or Coalition)-Students complete one application that includes information such as family background, school information, honors and extracurricular activities that can be sent to multiple colleges.

LOR-Letter of recommendation. Colleges may require an LOR from a core academic teacher from the 11th or 12th grade. Check with admission requirements for number of LORs and subject areas.

School Report (SR)-It is a recommendation form that your high school counselor fills out for student that puts the students in the context of his/her high school. Also known as a counselor recommendation or secondary school report. Counselor sends it with 6th semester transcript and school profile.

Mid Year Report (MYR)- Most private colleges and all Common Application colleges require MYR. Includes 7th semester transcript, new GPA and any changes in course work. Sent by counselor at the end of January/beginning of February.

School Profile-Provides summary information about the school's student body, curricular offerings, and grading system that colleges use to put you in the context of your school.

Supplemental Essays-School-specific or questions to help a college understand why you want to go to their colleges as well as if a student would be a good fit.

FERPA-The Family Educational Rights and Privacy Act of 1974 is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA in the Application Process-Gives student the right to review any documents sent by a school under certain circumstances including, confidential letters of recommendation. Colleges want students to waive rights to see documents.

6th Semester Transcript-Transcript sent by counselor when the application is due for private and Common Application Colleges. It includes all final grades taken 9th through 11th grade.

7th Semester Transcript-Transcript sent by counselor with the Mid Year Report (MYR) for most private colleges and all Common Application colleges. It includes final grades for the first semester of 12th grade.



**Testing and
GPA**



**Common
Application**

SHS Sending Test Scores and Transcripts to the Different Types of Colleges
(Subject to Change)

	CSU	UC	Common Application (CA) or Private College that Requires School Report	Out of State of Public College (non CA)
ACT/ SAT*	Not required	Not required	Send to each individual college if needed	Send to each individual college if needed
Initial Transcript (9-11th) Sixth Semester	Do not send when applying	Do not send when applying	Will be sent by counselor with School Report	**REQUEST on Naviance. Questions go to Counseling
Midyear Transcript Seventh Semester	IF requested by college, request on Naviance	RARELY REQUESTED See Ignaitis	No Action Needed Sent automatically by your counselor by beginning of Feb	**REQUEST on Naviance. Questions go to Counseling
IB Scores	Do not send with application	Do not send with application	Do not send with application	Follow instructions from specific college
Final Transcript	Send only to school attending through Senior Exit Survey			
Outside Scholarships or Programs	Request on Naviance (See how to videos on website for scholarships/other programs)			

*** If reporting ACT/SAT, check if college allows Self-Reporting until admitted.**

****There is a five school day turn around on each transcript request!**

SHS Responsibility Guidelines for Private College and/or Common Application

Individual Responsibilities/The students will:

- Be responsible for all deadlines and specific requirements of each individual college
- Tell counselor, teacher(s), and Ignaitis/Yeager if deadline is different from what is listed on Naviance
- Add all colleges to your “Colleges I’m Applying To” list on Naviance
- Add all colleges to your Common Application (if applicable)
- Sign and submit the electronic FERPA Waiver on Common Application (if applicable)
- **NOTE: If you do not waive your rights, your counselor and some teachers will not write your Letter of Recommendation/Counselor Letter**
- Link Common Application to your Naviance account
- Sign and submit the electronic Common Application Early Decision agreement (if applicable)
- Provide self-addressed stamped envelopes and any specific forms for your teacher’s letters of recommendation (LOR) and your counselor’s School Report if college does not accept documents electronically
- Submit official test scores reported on applications directly from the test agency if required

The Counseling Department will:

- Process application documents by the due date if an official request was submitted on time. Counselors documents are **INDEPENDENT** of the student's application.
- Documents include initial transcripts, high school profile, SR letter of recommendation, and all other required school forms

Teacher Letter(s) of Recommendation (LOR)

- If a teacher agrees to write a LOR, students will complete Teacher LOR Survey on Naviance, and THEN IN THE FALL the student will officially request their LOR on Naviance with their counselor when they submit their SR/LOR Form.
- LOR written by a person outside of Sequoia goes through the mail, the Common Application, or a college link (they do not go through Naviance).
- Teachers will only submit their LOR after students complete the above steps. Teachers send their LOR independently of a student’s application on the due date in Naviance.

Midyear Report (MYR)—Midyear Grades

- Common Application schools’ MYR are sent automatically
- The student must email counselor directly for non Common Application private colleges
- The student is responsible to contact his/her counselor and report any changes or information needed to update his/her application

Final Transcript

- Students will request their final transcript through the Mandatory Senior Exit Survey in May on Naviance. They will be sent as soon as possible after graduation.

***PLEASE REMEMBER: The student’s application is sent INDEPENDENTLY from the school documents!**

If you are worried, send a polite reminder a few days before the due date to your teachers/counselor.

UNDERSTAND

- You submit your application INDEPENDENTLY from your teachers' LOR and counselor's SR, transcripts, and school profile - DO NOT WAIT
- Teachers and your counselor may turn it in the day it is due - it is ok most non rolling admission colleges do not read until after the due date
- If you are worried about it, send a kind note reminding them of deadline
- If teachers and/or your counselor submit documents and you decide not to apply, it is no problem, if there is not an online student application, they will disregard the documents

REMEMBER - Thank your counselor and teachers - a handwritten note goes a long way

IF YOU ADD A COLLEGE AFTER SUBMITTING YOUR FIRST SR/LOR Form

- Pick up a new SR/LOR from your counselor and complete the research part of the form - no need for signatures - Turn in form to your counselor who will make a copy to give to your teacher(s)

IF YOU DECIDE NOT TO APPLY TO A COLLEGE ON YOUR LIST

- Send ONE email that includes your counselor, teachers writing LOR and Ignaitis (A-L)/Yeager (M-Z) stating you are not applying to a school. (Not doing this causes a lot of stress because the documents do not go through).

IF YOU ARE ADMITTED INTO YOUR EARLY DECISION COLLEGE

- Email your counselor and Ignaitis (A-L)/Yeager (M-Z) ASAP

WAYS TO GET HELP FROM COLLEGE & CAREER CENTER

SENIORS:
Get support to complete

College Applications



Flex Time

Every Flex Period Sept-Nov
(see backside for specific dates/topics)



Individual Appointments

Students come in to schedule an appointment



Drop-in @lunch

Ask questions/get support



How-To Videos

College Application help: Naviance/CSU/Common App)

Located on the College & Career webpage on sequoiahs.org

Ignaitis (All HCA, Study Skills Students and Last names A-L)

Yeager (All DAA, ELD Students and Last names M-Z)

College & Career Center (Room 115)

Fall 24-25 Flex Calendar

in the College and Career Center Room 115

AUGUST	SEPTEMBER
22nd and 23rd: College Application Help 28th: College Application Help	5th and 6th: UC Application (input grades/ classes) 12th and 13th: College Application Help 20th: College Application Help
OCTOBER	NOVEMBER
3rd and 4th: CSU Application Help 11th: College Application Help 17th: College Application Help 24th: College Application Help 25th: Common App-Self-Reported Grades 31st: UC Activities Section	1st: College Application Help 7th and 8th: UC/CSU Application Help 14th and 15th: UC/CSU Application Help 21st and 22nd: UC/CSU Application Help
DECEMBER	
5th and 6th: Financial Aid and Community College Applications 12th and 13th: Financial Aid and Community College Applications	