



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 in a clearly stated period of time. **NON-BINDING**

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

Super Score-Use highest scores on each section from different exam sittings for your total score.

Score Choice-Direct CollegeBoard to only send select scores. NOT recommended at most colleges.

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 admissions 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 student 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 college 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

PROCESS FOR REQUESTING A SCHOOL REPORT / LETTER OF RECOMMENDATION (SR/LOR)

STEP 1 Sign up for flex time workshop with counselors to review the SR/LOR process (Fall 24). You will receive an SR/LOR Form at conclusion of workshop.



STEP 2 Speak with your teacher(s) regarding writing your letter of recommendation(s). Receive teacher(s) signature on SR/LOR Form



STEP 3 Complete all required activities on your SR/LOR Form



Schedule a meeting with your assigned counselor to submit your completed SR/LOR Form. You will make official requests for letters of recommendation through Naviance (during counselor meeting). Once your meeting is complete, you will receive copies of completed SR/LOR Form to provide to teacher(s) writing letters of recommendation.



STEP 5 Student completes all components of their college applications. Counselor and teacher(s) will send all required documents by stated deadlines on SR/LOR document and Naviance.

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, some teachers and your counselor will not write your Letter of Recommendation/Counselor Letter**
- Link Common Application to your Naviance account (if applicable)
 - 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 to 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.

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 Feb 1st	**REQUEST on Naviance. Questions go to Counseling
IB/AP 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			

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

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

Things to Do On Your Own This School Year to Prepare for College

1. Make-Up D/Fs as soon as possible – DON'T WAIT

It is important to have the highest GPA possible before the start of your senior year. Cal Grants are great financial aid source for students going to all types of schools after high school. A family of four with an income of around \$125K can receive tuition for four years with a 3.0 GPA. Students can also get Cal Grants with at least a 2.0 GPA but the grant and family income requirements are lower amounts. See your counselor for more specific information.

2. Apply to Enrichment Programs During the Summer

Summer programs are an added benefit to your college application if possible.

There are ones that are free or have a very low cost and some are quite expensive. DEADLINES are approaching so start researching NOW!

3. Plan Out Standardized Testing and then Sign Up for ACT/SAT

Decide if you need to take an exam. You must sign up on their sites www.collegeboard.org and www.act.org IF YOU NEED HELP, come to College & Career Center BEFORE the DEADLINE.

4. Add “Colleges I Am Thinking About” on Naviance

After completing your college search on Naviance, add the colleges you are thinking about on to your account under the “*Colleges I am thinking about*”.

It is important to look at the individual websites of these colleges to find out their requirements including:

How many letters of recommendations do they require? What standardized exams do they require?

What are the AVERAGE and minimum GPA and Course Work required? Can I afford this school? Are there scholarships I will qualify for? Do I have to write essays for the application?

5. Look at Scholarships on Naviance

Even though there are not a lot of scholarships for juniors it is important to look at what will be available to you next year. Look at the requirements they are asking for- are you that type student? Can you do something to qualify for next yr? Under “*Colleges*” tab

6. Visit Colleges

It is time to really start thinking about what type of college you are interested in attending. If you can't travel far, visit local colleges – SF, EB or SJ State, UC Berkeley, U of SF, Menlo College, St Mary's in Moraga to name a few.

7. Make a College List

Figure out your “filters” – size, location, etc. Look at your six semester grades/GPA and test scores to see if you fit into a college's averages and come up with a list of schools you would love to attend if admitted.

8. Make Sure You Read Naviance Weekly Newsletter Email

Naviance is how you will receive updated information about the college process including datelines and upcoming events. It is your responsibility to check your email and read Ignaitis/Yeager's Weekly Email. The more organized you are this year will help you out TREMENDOUSLY as a senior next school year.

If you do not receive emails from me, email me AFTER Checking Your SPAM

9. Letters of Recommendation

March and April is time to ask your current teachers for a LOR

Find out if your teacher has any special deadlines. After a teacher agrees to write LOR, you need to complete LOR Teacher Survey. Official Request on Naviance will be done in Fall after completing Require Activities.