A Senior's Guide to NAVIANCE and Family Connection

Plano ISD Academy High School

Naviance is a college and success planning tool designed to help high school students plan their college search, communicate with their guidance counselors, and stay on top of tasks and assignments related to their learning plan and college application process.

Login Reminder:

> http://connection.naviance.com/academyhs
>
> Email: firstname.lastname.1
>
> Password: Plano ISD ID#

On the left side of the Home screen:

- **PISD University Ready** is our webpage designed to help you in your college and financial aid search.
- **School Website** will allow you to go to your school's webpage and find valuable information about courses, teachers, and other helpful resources.
- **College Board SAT and ACT** are the two links that will allow you to go directly to the SAT or ACT websites to learn the testing dates, locations, and allow you to register for the next test. You can also use this link to find out your scores and request that they are sent to colleges.
- **Apply Texas and Common Application** are the two main college application sites you will need to apply to colleges during your senior year. Once you determine the application that your colleges of choice prefer, use these links to set up a username and password and save your application to be sent out as you need them.
- **Reality Check** is a helpful website about career choices and their financial implications.
- **NCAA** is a direct link to enrollment on the NCAA website for all students interested in playing college sports for a college team.
- **FAFSA** is the website parents and students will go to when completing the application for federal assistance when applying and paying for college. This website (www.fafsa.ed.gov) is the FREE site so make sure you use this link!

Applying to College

1. Make sure the colleges that you are applying to are listed under the, **Colleges I'm Applying To**, section. To be sure, go to the **Colleges** tab, click **Colleges I'm Applying To**, and then your list should be there. If you need to add a school, search for it using the **+Add Colleges To This List** button. If you have listed colleges under **Colleges I'm Interested In**, you can move them to the **Colleges I'm Applying To** list.

2. Choose the type of deadline that you will be using for each college:

    I.   ED for Early Decision *(you may select this for only one college)*

    II. EA for Early Application

    III. RA for Regular Admission.

3. Then, when you select the school, it will tell you how to send in your application.

    I.   CA means that the college accepts the **Common Application** and a student must be registered with Common Application and have an ID with them prior to completing the Naviance paperwork.

    II. A blank box means that the application is electronic. The student may be using Apply Texas, (the link is on the homepage) or another means as dictated by the university to do the application.

    III. Colleges that request paper applications will have a little stamp next to their name and this means the student must mail all forms to the college. We will mail the transcript separately.

4. **Transcript Requests-** A student must request a transcript online through Naviance. **The following steps are required**

    a. All students will be charged a fee for $5 for transcripts. Check to see if you have paid this fee online during registration. If not, you will need to pay at the registrar's office before you can request a transcript. https://parentviewer.pisd.edu/

    b. All students must turn in their signed and completed Ferpa Waiver to the Counseling Office.

    c. All transcripts **must** be requested through Naviance.

        I. Go to the **Colleges** tab,

        II. click the **Transcripts** link on the left side.

1. **Letters of Recommendation** – You can request letters of recommendation from your teacher and your counselor via Naviance. Please know that letters from teachers and counselors are supposed to be personal and show more than a resume or application will show. Therefore, it is important that the information that you give to your teachers and counselors is more personal and the letters from them reflect your personality and character in addition to your academic successes.

    a. **Letters from a teacher** – go to the **Colleges** tab and click the link **Colleges I'm Applying To**, to find the link for teacher recommendations. There is a place on the page titled **Teacher Recommendations** and you can add teachers to upload recommendations through that link. It is always a good idea to write to them personally, let them know where you pare applying, and schedule a time to visit with them. Your teacher may need to discuss letters of recommendation with you before sending something to the college. Once requested, your teacher can formulate your letter, upload it, and you will see that it has been included for your application.

    b. **Letters from a counselor/Secondary School Reports/Profiles** – Counselors are required to include a lot of information about you and the school for the colleges. If your school requires a letter of recommendation from the counselor, you need to obtain a Blue Packet to complete and turn in to your counselor. Please know that it is a 2 week turnaround for your counselor to receive your packet and then submit a letter. If you are applying to a college via Common Application, then the paperwork will be submitted to the counselor. You must do your part to get the Letter of Recommendation Packet as the final piece. If you are applying through Apply Texas, another online option, or via mail, it is the **student's responsibility to give the counselor any forms necessary to complete the application.** It is not an automatic, so the student needs to be aware of everything necessary. Naviance is a way to keep track of what has been requested and ultimately what has been sent.

    6. **Test Scores** – All test scores (SAT and ACT) must be requested by the student through either www.Collegeboard.org or www.actstudent.org The links to these websites are on the Home Page of Naviance. SAT and ACT test scores are not included on a student transcript.

    7. **Once all pieces are requested and completed, the information will be submitted.** The student and parent can see the status of the requests and the dates that information is sent as it happens to reassure you and keep you on your deadlines.