



Senior Information Night

Class of 2024

Your Guide to Applying to College!



Content Include:

1. TWHS Transcript Release Form (green form).
2. Step by step directions on how to match your Common Application to your Naviance Account.
3. Directions on how to request a Letter of Recommendation.
4. Final Checklist for Students & Parents
5. Request for Teacher Recommendations
6. Senior Parent Recommendation Brag Sheet
7. Senior Information Night Q & A.

Presented by your TWHS School Counselors:

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David Quart, N-R

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College Application Process

1. Students- complete the Transcript Release Form with your list of colleges and a parent/guardian signature. Please return this to the School Counseling Office.

Matching Common App and Naviance

2. Log in to Common App by visiting Commonapp.org. You will need to add at least one college to your "My Colleges" list. To do so, click on "College Search". Type in the name of one college that you'll be applying to.

Dashboard My Colleges Common App College Search Financial Aid Resources

College Search

College or City Name

The Ohio State University

Separate multiple search terms with a comma, e.g. Washington, Boston

More filters

1 result

The Ohio State University
Columbus, OH - USA

Sort by: College Name

Application Requirements

3. After you add one (or all) college(s), sign the Family Educational Rights and Privacy Act (FERPA) found under, "My Colleges". Click on any college you are applying to, then click on, "Recommenders and FERPA". Sign the FERPA waiver which authorizes your School Counselor to send your documents to a third party.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges

Denison University

College Information

Application

Questions

✓ Recommenders and FERPA

Review and Submit Common App

Denison University

Contact Info

Phone: (740) 587-6276

Email: admissions@denison.edu

Address: 100 West College Street
Granville, OH 43023
USA

Links: College website Virtual Tour College Navigator

Application Deadlines

2022-23 academic year

First Year

Early Decision I - 11/15/2021

Early Decision II - 01/15/2022

Regular Decision - 01/15/2022

4. Additionally, add Thomas Worthington High School as your current high school. This is found under "Common App" → "Education".

Dashboard My Colleges Common App College Search Financial Aid Resources

Common App

Profile

Family

Education

Testing

Activities

Writing

Courses & Grades
0 college(s) require

Education

Preview

Current or Most Recent Secondary/High School

Current or most recent secondary/high school *

Find school

Please complete this required question.

Date of entry*

August 2017

Date uses "month/year" format (e.g. August 2002)

Naviance

5. Login to Naviance by going to <http://connection.naviance.com/twhs> . Select that you are the "Student". Please enter your school username (do not enter the @wscloud.org).
6. You will need to reset your Password by hitting, "Forgot your password?"
7. After logging in, you will be taken to the homepage of Naviance-Family Connection.. Please scroll down about 3/4ths of the way to watch the video on how to link your Naviance account to Common Application! Click on the link under pages titled, "CA & Naviance Match."

From My School

LINKS

- ACT
- College Board
- Kaplan ACT/SAT Prep
- Smith ACT/SAT Prep

View all from my school

PAGES

- CA & Naviance Match

UPDATES

Your school has no new updates. Check back later.

SONS

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Logged in as **Quintin Quars**

Thomas Worthington High School
300 W. Franklin Blvd

8. After watching the video, click on “Colleges I’m Applying To.” Now, CONNECT your Common App account to your Naviance account. When matching your accounts, Naviance will ask you to enter the email you used to create your Common App account. Once you have added your colleges in Common App and matched the two accounts, you will then see them automatically added to the list of colleges. You will see:

College	Type	Deadline	Expected Difficulty*	Transcript	Office materials	Submission Type	Application
University of Akron - Main Campus	EA	Early November Action 1	12/14	no request	Pending	CA	Unknown ✓ EDIT SCORE 1
University of Cincinnati - Main Campus	EA	Early December Action 1	N/A	no request	Pending	CA	Unknown ✓ EDIT SCORE 1

- If you are applying to schools that do not use Common App to submit your application, ***you will have to add them to the list in order to request an initial transcript.*** To do this, you will click on the red “+” sign and add your college(s). Further, please indicate whether you are applying regular decision, early action, early decision, etc. by using the drop down menu. Finally, check the “request” box under the Transcript column for all schools!! This is important!!
- Once you have successfully matched Common App and Naviance, your list of schools will appear on the Counselors Naviance eDocs page. The schools that are listed on Naviance must match the schools listed on your Transcript Release Form.

Letters of Recommendation

9. If you want to ask a teacher to write you a letter of recommendation, please be sure to talk with that teacher and provide them with a resume and/or a completed “Teacher Request for Letter of Recommendation” form found in your senior packet you received tonight.

- ★ To invite a teacher to write a letter of rec, do so by clicking the Colleges tab, and then, “Letters of Recommendation”. Then, click on “Add Request” in green.

Home	Self-Discovery	Careers	Colleges	Planner
College Home	Research Colleges	Apply to College	Scholarships & Money	
Find Your fit	Colleges I'm Thinking About	Colleges I'm Applying to	Scholarships I'm Applying To	
Super-Match College Search	College Visits	Manage Transcripts	Scholarship List	
College Match	College Compare	Letters of Recommendation	National Scholarship Search	
College Events	College Resources	Test Scores		
Advanced College Search	Enrichment Programs			
College Lookup	College Maps			

10. Select your teacher of choice from the dropdown menu then select which colleges you will want that letter of rec to be sent to by that teacher.

family connection

courses colleges careers about me my planner

Letters of recommendation

Add new request

Warning: You can only request a letter of recommendation if you don't ask any colleges in your request. You may still make a request that is sent to your teachers (and schools) to write your recommendation(s)!

1. Who would you like to write this recommendation?*

Secretary: Carla

2. Select which colleges this request is for:*

Choose one or more colleges from your College(s) history below.

Colleges	Due
Delaware Technical Community College - Newark	Due: 12/20/2021
Delaware Technical Community College - Dover	Due: 12/20/2021
Delaware Technical Community College - Salisbury	Due: 12/20/2021
Delaware Technical Community College - Wilmington	Due: 12/20/2021

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Submit Request

- ***WARNING*** Pay close attention to the number of recommendations allowed per school. Some schools will only allow one (1) letter of recommendation. Make sure you invite the correct teacher to submit his/her recommendation for those schools!

11. Lastly, write them a personal “thank you” in the text box on the right. Consider including your deadlines. After hitting the submit request button at the bottom, an email with your “thank you” message will be sent to that teacher.

- If you are having someone who is not a staff member at TWHS write you a letter of rec., please send that person a request via Common App as an “Other Recommender”. This is found in the FERPA section of Common App. A second option is to hand them an envelope to send your letter by USPS.

✓ Other Recommender

Please select and assign the Other Recommender(s) below whose recommendation(s) will be submitted to this college on your behalf. You must invite an Other Recommender using the 'Invite Other Recommender' link before you can assign them for this college.

Recommender types accepted by this college:

- Arts Teacher
- Clergy
- Coach
- College Access Counselor
- Employer
- Family Member
- Peer
- Other

Required: 0 Optional: 1

Invite Other Recommender

Final Checklist for Students & Parents

- ☐ Student- Begin college search on Naviance, or talk to your School Counselor to develop a list of potential "good fit" colleges or universities.
- ☐ Student- Upload list of colleges you are applying to on the "My College" tab of Common App.
- ☐ Student- Match Common App & and your Naviance account.
- ☐ Student- Turn in your Transcript Release Form to the School Counseling Office. Without this form, we can not send your documents. The colleges listed on your transcript release form must match the colleges in Naviance.
- ☐ Student- Schedule appointments with College Reps via Naviance.
- ☐ Counselors- Once we receive your Transcript Release Form, we will send your transcript, schedule, high school profile, and (if requested) a letter of recommendation. You will be able to view when these documents are sent in Naviance.
- ☐ Student- Complete your Common Application in its entirety by 11:59 PM of the day that the application is due.
- ☐ Student- Check the college requirements for ACT/SAT. Allow 7-10 business days for these institutions to deliver your scores.
 - ☐ ACT - actstudent.org. Log in and send your scores.
 - ☐ SAT - collegeboard.org. Log in and send your scores.
- ☐ Parents & Students- Likely on December 1, the '24-25 Free Application for Federal Student Aide (FAFSA) will open. Check to see if any college you are applying to also requires the CSS Profile.
- ☐ Student- Ask a teacher, coach, advisor, Counselor, Principal, etc. to write you a letter of recommendation. If he/she agrees to write you a rec, send the request through Naviance. Allow 10 days to write the recommendation.
- ☐ Student- If you qualify for the federal Free or Reduced Lunch Program, you do not have to pay for your Common Application fees. Please notify your School Counselor for support.

Required Information to complete the Common Application

- The TWHS class of 2024 has 431 students.
- Class Rank Reporting: indicate, "None".
- GPA Scale: "4"
- "Course Scheduling System": TWHS is on semester schedule.
- Graduation date for the class of 2024 is May 26, 2024
- If you have completed, or are enrolled in an AP or CCP class, report your GPA as "Weighted".

Request for Teacher Recommendations

To: _____

From: _____

Dear Teacher- Thank you for agreeing to write me a letter of recommendation. I will send you an electronic request through Naviance so you can upload your letter by the deadline. I have included information about my experiences to help you write a recommendation.

Students- Because the letter of recommendation is a necessary and crucial part of your application, it is helpful to provide teachers with specific stories, or a resume that might aid them writing your letter of rec. Please answer the following questions and give to the teacher.

- 1) What was your proudest accomplishment in the class?

- 2) What are you hoping the teacher recognized in you as a student?

- 3) What did you learn most from this teacher, or class?

- 4) What are your career plans, or interest in study while in college?

- 5) How would you describe yourself? Why?

- 6) Is there anything else you want your teacher to know, or consider as he/she writes your letter of recommendation?



Senior Parent Recommendation Brag Sheet

Parents: Please complete this sheet if your child will need a counselor recommendation for college applications. It can be returned in person the day of your child's senior interview. Your input is valuable!

Name of student: _____

1. What are the three best words that you would use to describe your child and why?

_____	_____
_____	_____
_____	_____

2. What do you consider to be your child's most outstanding accomplishment during the past three years and why? Or, in what ways have you seen your child grow/change over the past three years?

3. What do you consider to be his/her most outstanding personality trait? Why?

4. Has your child had to overcome any obstacles or special circumstances in his school that you would like a college admissions counselor to know as they review your child's application?

5. Is there a unique talent/circumstance not already described that would help distinguish your child to the college admissions staff? Or, is there anything else that you feel is important for your child's counselor to know while writing his/her letter of rec?

Senior Information Night Questions and Answers

- 1) If non-Common App schools requests for letters of recommendation, do we still fill out the Naviance information? **Yes. All letters of recommendation for non-Common Application schools will be requested and sent through Naviance.**
- 2) What are general guidelines regarding income vs. Financial aid? **General guideline is to still complete the FAFSA. We will be having a FAFSA presentation in November**
- 3) Can you apply to multiple early decision schools? **No. Schools only allow one. Counselors and parents also have to sign an electronic agreement before applications are submitted.**
- 4) How many days off school for college visits? **Three days are granted as excused absences. School work still needs to be made up.**
- 5) Should I wait to send an application if I think I can improve my GPA after first semester. **Yes, you can. However, it is possible that you take yourself out of the running of merit based scholarships. Seats fill up quickly- especially to highly competitive programs (i.e. Engineering at UC, Business at Miami, etc.). Counselors will generally recommend applying early.**
- 6) What about class rank? **Worthington Schools do not rank our students. All students with a weighted 4.000 GPA are collectively ranked number 1. In total, there are 70 current seniors at TWHS with the shared rank of number 1. We do this so those seniors all are ranked within the top 3% of their class. Technically, the student with a 4.000 is ranked outside the top 15%. However, if we rank him/her #1, they are inside the top 3%; ultimately offering more gift money.**
- 7) SAT is on my transcript from 7th grade. Can I remove that? **Yes. Contact your son or daughter's School Counselor about having standardized test scores removed. However, please know that we have to remove all tests.**
- 8) What about getting a letter of recommendation from a retired teacher? **If the school is Common App, they should allow you to send an e-mail request to an "Other Recommender." Then, the recommender can upload your letter on Common App and submit. However, if the school is NOT Common App, you should give the recommender a stamped, addressed envelope where the letter needs to be sent. The author needs to send the letter personally through the mail.**
- 9) Will the October SAT met the November 1 early deadlines? **Yes, as long as you request College Board to send your scores to the institution while you register for the exam.**
- 10) Do you have tutors or a class for ACT prep? **Yes, we have a few different companies that we can refer you to. Contact information is available in the School Counselor's office, or on the School Counseling tab on the TWHS homepage.**

- 11) What is a student elects to take a “gap year” or a year off before they go to college. **Student may have to reapply to college as most schools will defer admissions one or two semesters. Once graduated, students will not have access to Naviance. All documents must be collected by the student from TWHS and sent in through the US Postal Service. Of course, a quick e-mail to their former counselor is welcome if they are stuck in the re-application process!**
- 12) Is the student able to read the letter of recommendation on Naviance? **No. Assuming the student follows our recommendation of “waiving your rights to view all documents”; the student will not have access to read their letters of recommendation.**
- 13) Clarification- Is the application sent electronically via Common App or Naviance? **The application itself is either submitted via Common App or the schools website (for non-CA schools) by the student. All documents- Transcript, Letters of Rec, School Profile, Common App School Report are all sent by the counselor through Naviance.**
- 14) For student who will graduate, is Naviance available to them the following year? **No. Once students graduate and are no longer a Worthington student, Naviance deactivated them from the system.**
- 15) Are you able to reapply to schools if you do not get accepted the first time? **Respectfully, no. Despite possibly raising your GPA or ACT, you can only submit an application one time.**
- 16) If you take the ACT after college applications are due, do you have the ability to update ACT scores? Will this help with future scholarships? **You can submit a new test score and contact admissions to let them know of the improvement. Typically, admissions will have already made their decision on scholarship. If the money is not available, then no additional gifts will be awarded. However, if there is money still earmarked for scholarships, then yes a call to admissions should be made. When in doubt, call the college’s admissions office and ask to speak to an admissions representative!**
- 17) If a college only wants one recommendation, and you have two, how do you select on Naviance which letter you want to be sent for that college? **You will need to choose which letter of rec is sent to that school. Please refer to the warning in step 10 of the Naviance Instructions.**

Great questions! Don’t hesitate to contact your son or daughter’s counselor. We are here to support you and your child through this process!

*TWHS SCHOOL COUNSELING DEPARTMENT
TRANSCRIPT RELEASE FORM*

STUDENT: _____

DATE: _____

By signing this form, I give consent for TWHS to send all required documents to the colleges to which I am applying:

STUDENT SIGNATURE: _____ PARENT SIGNATURE: _____

STUDENT CELL #: _____ STUDENT EMAIL: _____

ELECTRONIC TRANSCRIPTS: Requests must be submitted at least 10 days in advance to guarantee sufficient processing time. In addition to this form, you are required to list the colleges on Naviance. **Your list of colleges on the release form MUST match the list of colleges on Naviance.** If not, it will delay processing.

I am applying to: (List colleges)

Application Deadline (required)

1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____

-----*In addition, it is required that you answer the following questions*-----

➤ Will you be requesting your Counselor to write you a letter of recommendation? Check: Yes _____ No _____

If yes, then please schedule a one period, "Senior Interview" with your counselor. During your senior interview, please bring the "Parent Brag Sheet" and a resume.

➤ Are you applying Early Decision to a school? Check: Yes _____ No _____

If yes, which school? _____

➤ Do you want your test scores (ACT/SAT) included on your transcript? Check: Yes _____ No _____

Some colleges are "test optional" and do not require test scores. If you remove test scores from your TWHS transcript, you remove them all. To send individual test scores, log into your ACT or College Board Account and request scores to be sent to the colleges you are applying to. There is a charge for this action.

If you are eligible for the Federal Free or Reduced lunch program, please tell your School Counselor as you could qualify for College fee waivers.

