

## PROCESSING THE APPLICATION

### **Student Responsibilities:**

Fill out and sign the top portion of the transcript request form (otherwise known as “*The Pink Sheet.*”) This form is the record of transcripts that are both requested and sent out from our office. It **REMAINS** on file in the Counseling Office all year. It indicates the date of the request and the date in which materials have been sent out.

### **IF YOU ARE APPLYING TO COLLEGES AND UNIVERSITIES USING THE COMMON APPLICATION:**

1. Set up your Common Application (“Common App”) account: [www.commonapp.org](http://www.commonapp.org). If you have already registered for a Common App account click “apply now” and enter your email address and password. If you have not registered in the Common App click “apply now” and click “create an account” link. Remember the email address you used for your Common App account (you will need to type these details in Naviance in order for EHS Counseling to send your transcripts and recommendations).
  - a. In the “Common App” tab: complete the questions in the Education Section in the Common App. Make sure to select Edina High School as the school you are currently attending.
  - b. In the “My Colleges” tab in the Common Application
    - Add the name of **at least one** of the colleges you are applying to
  - c. In the “My Colleges” tab – Click the box before Recommenders and FERPA. Read and **sign the FERPA waiver** (I authorize every school... waive my right to review...) Keep in mind that you can only see the “Recommenders and FERPA” box once you add a school to your account.
2. Log into your Naviance account. Go to the “colleges” tab-“colleges I am applying to”. **To Match your Common App email to your Naviance account in your “Colleges I am Applying to”:** Enter the email address you used for your Common App account and enter your date of birth. The email address and date of birth must be identical to what you used in the Common App. Review the colleges listed in “colleges I am applying to”. If your school is not listed, add the school to your pink log-in sheet in the Counseling Office. Remove the pink sheet from the binder. Place your pink sheet in the basket for Mrs. Knutson or Ms. Carlson. The school will be added to your list in Naviance.
3. Some colleges limit the number of teacher recommendations permitted; if this pertains to you, please advise Mrs. Knutson or Ms. Carlson which teacher recommendations you would like submitted. *For the schools that accept the Common Application, please indicate whether or not you applied via the Common Application on your pink sheet.*

**Questions, please refer to the following video:** <https://vimeo.com/102639828>

## **APPLICATIONS OTHER THAN THE COMMON APPLICATION**

- Find your pink sheet in the black 3-ring binder on the counter in the counseling office. Remove the pink sheet from the binder.
- Enter the colleges or universities to which you are submitting materials. Indicate the city and state of the institution, paper clip the pink sheet to the application materials (counselor questionnaire and paper application if used) and place that packet in the basket in front of **Mrs. Knutson or Ms. Carlson's desk. (It will be on the counter in the Counseling Office)** You may submit either one application or several applications at one time – just be sure that you are only entering the names of the school to which you are submitting materials **ON THAT DAY.**

### **Teacher recommendation process:**

- Ask a teacher whom you have had for one or more semesters
- Ask at least three weeks in advance
- Enter the request in Naviance-click "Colleges", "colleges I am applying to", scroll down to "Teacher Recommendations", click Add, select teacher from the drop down box. Add personal note if desired
- Help your teacher by organizing your recommendation materials and use the "Teacher Recommendation Questionnaire" (available in the Counseling Office or on the website: <https://www.edinaschools.org/ehscounseling> - **Class of 2019**)

### **Counselor Recommendation process:**

- Pick up the Counselor Questionnaire Packet from the counseling office. Fill it out carefully as the more complete the form, the more complete the recommendation. (The form is also available online on the Counseling website). Return the completed questionnaire to your counselor at least 3 weeks before your deadline date.

### ***After you have finalized the list of colleges and universities you are applying to:***

- Find your pink sheet in the black 3-ring binder on the counter in the Counseling Office. Remove the Pink sheet from the binder.
- Enter the colleges or universities to which you are submitting materials. Include the city and state of the institution, and if needed, paper clip the pink sheet to any application materials and place that packet in the basket in front of **Mrs. Knutson or Ms. Carlson's desk. (It will be on the counter in the Counseling Office)** You may submit either one application or several applications at once.