

COLLEGE APPLICATION PROCESS

Information and Forms

All information and forms are available from the Guidance Office.

*Do not copy the forms – please use the colored originals that are provided by the Guidance Office.

Mandatory

1. You must use your **official name** (and the address on your transcript) on all college applications, SAT, ACT, AP, and transcript requests.
2. If you are applying to schools that use the Common Application, register on Common Application (www.commonapp.org) and note your **username** and **password**.
3. When you log onto Naviance, click on “Colleges” and then on the “Colleges I’m applying to” link. Complete the box labeled “Common App Account Matching” as outlined in your checklist (attached).
WE CANNOT SEND ANY DOCUMENTS UNTIL YOU DO THIS.
4. Complete and hand in your Transcript Release Form to your counselor. We cannot send out any information without it.

Letters of Recommendation:

Counselor Recommendation:

Your counselor will write a letter of recommendation for you. You do not have to request the letter from them. Send your counselor a copy of your resume to help them write it.

Teacher Recommendations:

1. Read *Teacher Recommendation Etiquette* (white page – attached).
2. Ask your teachers **in person** if they would be willing to write a letter of recommendation for you.
3. Provide your resume to the teacher.
4. Once you have completed items 1-3, you must add your teacher electronically on Naviance: Colleges -> Letters of Recommendation -> Add Request -> include thank you, deadline & need for common app form.
5. You do not need to do anything further. Your teachers will upload letter to Naviance.
6. If you have a letter from a non-staff member, you may mail/email it to your counselor so it can be added to your application packet.

Transcript Requests

You must submit a “golden ticket” or **College Application Processing Form** (available on the counter in the Guidance Office) for each college/university that you are applying to:

1. Fill out each form completely. NOTE: If you click on the name of the college in Naviance, you will go to a page that will provide you with the correct “Application Mailing Address” to use on the College Application Processing Form.
 2. In your Naviance account, go to “Colleges” -> “Colleges I’m Applying to” and add the college for which you are submitting a College Application Processing Form.
 3. You should also indicate the Application Type (Early Decision, Regular Decision, Early Action, etc.) by using the pull down menu.
 4. Bring the completed form to your School Counselor for processing. Be sure to give them 7-10 days to process your request.
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SAT/ACT Scores:

Be sure to access your Collegeboard account to make sure you have sent your scores to all the colleges you are applying to.

You will need this information when you fill out your college applications:

Kittatinny Regional High School
77 Halsey Road
Newton, NJ 07860
Phone: 973.383.1800
Fax: 973.383.0085
CEEB Code: 311002

Counselors:

Pete DeMartini	ext. 1240 – pdemarti@krhs.net
Jolene Hegarty	ext. 1230 – jhegarty@krhs.net
Kate Morelli	ext. 1220 – kmorelli@krhs.net

***Our GPA/grading scale is a 100-point scale – weighted**

Important Websites

Naviance/Family Connection: <http://connection.naviance.com/kittatinny>
Common Application: www.commonapp.org
College Board (SAT): www.collegeboard.org
ACT: www.act.org
FairTest (SAT/ACT optional schools): www.fairtest.org
NCAA: www.ncaaclearinghouse.net

College Application Process Checklist

- _____ Review your transcript. Use your GPA & class rank found on your transcript updated at The end of your junior year
- _____ Submit Transcript Release Form
- _____ Register to take the SAT (collegeboard.org), and/or the ACT (actstudent.org).
- _____ Log onto Naviance (<https://connection.naviance.com/kittatinny>) and complete a College Search: "Colleges" -> "College Search." Save the colleges that interest you in "Colleges I'm Thinking About".
- _____ List all of the schools that you are applying to in Naviance -> "Colleges" -> "Colleges I'm Applying to" (if they are in "Colleges I'm Thinking About," move them to "Colleges I'm Applying to").
- _____ Try to limit yourself to no more than **six to eight** applications. Make sure that most of your choices are **realistic or target** schools. Be sure to include at least one **safety** school.
- _____ When you receive an application or locate one online, note the deadline date. Be sure to apply well before the deadline date. The earlier that you apply, the better (especially for rolling admissions schools). Check whether or not supporting documents are needed and note their deadlines as well.
- _____ Read over both the directions for completing the application and the entire application **before you begin to work on it**. It is your responsibility to complete and submit your application and fee. Be sure to carefully proofread your application before you submit it.
- _____ Complete the Common Application only if applying to schools that use it (commonapp.org) --otherwise, complete each school's application on their website.
- _____ If using the Common App: In your Common App, sign the FERPA Waiver and Authorization, and then, on Naviance, go to: Colleges -> "Colleges I'm Applying to," and complete the box labeled "Common App Account Matching."
- _____ Log in to Naviance and check for messages.
- _____ Ask two teachers (max) **in person** if they would be willing to write you a letter of recommendation and make sure to provide them with a copy of your resume.
- _____ Request your teacher recommendations in Naviance: Colleges -> Letters of Recommendation -> Add Request.
- _____ **HAND IN a Kittatinny Supplemental Request Form (Golden Ticket)** for each college that You apply to.
- _____ Request online through SAT and/or ACT that your test scores be sent directly to your colleges.
- _____ Search frequently for scholarships in Naviance ("Colleges" -> Scholarships and Money tab -> Scholarship List).



KITTATINNY REGIONAL HIGH SCHOOL

77 Halsey Road • Newton, New Jersey
Phone 973-383-1800 • Fax 973-383-4392
www.krhs.net

TEACHER RECOMMENDATION ETIQUETTE

Letters of recommendation are a critical part of the college admissions process. Every year, faculty and staff generate hundreds of letters that proclaim our students to be truly outstanding, and deserving of admission to some of the best colleges and universities. Please keep the following points in mind as you approach a teacher to write on your behalf:

1. **Students are not entitled to letters of recommendation.** Writing recommendations falls outside the realm of teachers' professional responsibilities. Many teachers enjoy writing letters of recommendation, but it is important for students to know that writing one letter can often take over an hour, taking time away from both professional and personal activities. You should also know many of our teachers are asked to write over 75 letters!
2. **Always ask for a letter of recommendation in person first. Do this every time you make the request.** Some teachers have been contacted by email, and some have simply had recommendation forms placed in their mailboxes with no personal contact--this is not acceptable!
3. **Any follow up should also be in person** (e.g., reminding them of due dates, providing them with additional forms, etc.)
4. **Provide all the necessary information in an organized manner** (e.g., Naviance, Teacher Recommendation Request, resume/activity sheet, deadline, etc.)
5. **Ask sooner rather than later.** Please give teachers at least two weeks' notice prior to the deadline.
6. **Stop by in person to say thank you** and then follow up with a personal thank you note.

Thank you for following these guidelines. In return, you will benefit from quality letters of recommendation from your teachers.

Kittatinny Regional High School Guidance Department

Kittatinny Regional Board of Education
"Imparting Knowledge That Works for Our Children"
Sussex County's First Star School