- **Communication:** Please add **<mailer@email.naviance.com>** to your contact list so our emails are not filtered to your trash or spam folder. Emails from this address will be VITAL in the completion of your post high school applications & requirements for HSBP. Please also remind your parents to update this setting too.
- Completion DEADLINE 3/1 - Complete ALL TASKS assigned.
- ALL graduating seniors will receive a TRANSCRIPT in JUNE - post high school institutions to register for classes, enlist, enroll, etc....be sure to update your pathway in Naviance
- NO LOCATION = NOTHING SENT This MUST be updated by middle of MAY at the latest. (we will remind you as the date gets closer)
    - How to: [Setting Your Attending College Video](#)
- How do I use Naviance in sending my college/military branch/2 year or tech school required paperwork (eDocs)?   **HOW TO LINK:** [Naviance - Olympia High School](#)
- **Students with ACTIVE Applications:**
    - Update all application deadlines & Confirm delivery methods
        - **NO DATE = NO MATERIALS SENT**
        - **NO DELIVERY METHOD = NO MATERIALS SENT**
            Counselors & Teachers will NOT upload or send your requested eDocs
            unless they have a DATE & DELIVERY METHOD
            (transcripts, evaluations, recommendations, etc.)
    - **How To: Colleges > I'm Applying to list > EDIT**
- **COLLEGE** in Naviance does not mean just 4 year schools it is ALL POST HIGH SCHOOL PATHWAYS. Your GAME PLAN SURVEY is a great place to list your post high school pathway if you are NOT attending an educational institution after graduation from high school
- Confirm all application deadlines - or information is NOT sent through eDocs.
- Colleges should not be added to your "*I'm Applying To*" list within 3 days of the deadline (two weeks if you need a LOR).
- All transcripts (official and unofficial) must be REQUESTED through Naviance. Please allow at least one week for processing.
- Remember to request your Letter of Recommendation from your teachers at least two weeks prior to the due date.
- Do not request teachers to send your LOR to all schools. Not every school needs your letter of recommendation, nor will they accept them (they are watching you to make sure you are following directions). Please BE SELECTIVE about who you ask for letters & which colleges you are requesting the teacher to upload your letter to. BE SPECIFIC!!!! PLEASE!!! Be sure when you add a college to your list to add a recommender for that college. REMIND YOUR TEACHERS of deadlines or updated college applications added to your account
- Have recommendations you are grateful for? SEND THANK YOU CARDS TO YOUR RECOMMENDERS!!
- Counselors are notified automatically when you complete your "I'm Applying To" list.
- Your Common App account must match your Naviance account.

- **<u>Waive your FERPA Rights</u>**.
- All applications must have a designated delivery type (Common App or Direct to Institution), if you see this on your "I'm Applying To" list, use "edit" to indicate the delivery type.
- Remove any colleges that you've decided not to apply to. Colleges with an Office Status of something other than "Pending" need to be removed by Bridget or Mrs. Boelts.
- Don't forget to complete your required TASKS in Naviance - completion by **MARCH 1, 2021**
- Transcripts sent electronically are FREE for the 2020-21 school year, you MUST clear all fines & fees through the payment portal first.
- Submit = Commit   Don't push that button unless everything is correct!
- SCHOLARSHIPS: Find College-Specific Scholarships, Local & Regional Scholarships, and National Scholarships that fit your demographics in Naviance.
- Colleges>Scholarships & Money>Scholarship List
  - Complete the requested information to find College-Specific Scholarships and Local & Regional Scholarships
- Colleges>Scholarships & Money>National Scholarship Search
  - Update your personal information then click *Find Matching Scholarships* to get matched with your best fit scholarships.

Tutorial videos are on our <u>Naviance webpage</u> or through the Naviance Help <u>here</u>.

<u>Show Me How</u> feature is a self-service instructional tour designed to help you quickly understand features in Naviance.