

12th grade Naviance Cheat Sheet

Senior Recommendation Form

- Log onto Naviance
- On the right hand side of the page click on the link, **Document Library**
- Click on and open the document **Senior Recommendation Form**
- Print the form, fill it out and submit it to your counselor. Once again, your counselor will have two weeks to complete your letter, so please keep this in mind with your application deadlines.
- Also, give us as much info as possible, the more information you give us, the better a letter we can write for you.

College Search Program

- Log onto Naviance
- On the top left hand side of the page click on the link **Colleges**
- Under the college research heading (in brown), click on **College Search**

Release of information form-parent signed form that lets you request transcripts

- Log onto Naviance
- On the right hand side of the page click on the link, **Document Library**
- Click on and open the document **Parent Transcript Release Form**
- Print the form out and have you and your parents sign the form. Return it to our guidance secretary Ms. Burton.

Requesting a transcript

- On the top left hand side of the page click on the link **Colleges**
- On the left hand side, click on the link, **Transcripts**
- From this tab you can request a transcript to be sent to the university of your choice
- THERE IS ONE LAST STEP
 - **ONCE YOU HAVE REQUESTED THE TRANSCRIPT ON NAVIANCE, YOU MUST THEN PAY OUR COUNSELING SECRETARY MS. BURTON \$2 PER TRANSCRIPT. THE TRANSCRIPTS WILL NOT BE SENT UNTIL THIS AMOUNT HAS BEEN PAID!!**

Scholarships on Naviance

- Log onto Naviance
- On the top left hand side of the page click on the link **Colleges**
- On the bottom left hand side of the page click on **Scholarship List**

Once at this link you can click on and research various scholarships. You can also browse by category to show only local scholarships for Anne Arundel County and the state of Maryland. The category feature is at the top of the scholarship list.

College Visits to Old Mill

- Log onto Naviance
- On the top left hand side of the page click on the link **Colleges**
- In the middle of the page under the section **My Colleges** click on **Colleges I'm Thinking About**
- On the left hand side of the page under **My Colleges** click on **College Visits**
- From there you can see the visit schedule and register to meet with a college representative

***After your register you will receive a pass the day of the visit with instructions on where to go and what time.**

Were not done yet-One more thing-Your High School Diploma

- Log onto Naviance
- On the right hand side of the page click on the link, **Document Library**
- Download the form titled **diploma request form**
- Spell your name as you wish it to appear on your diploma and have your parents sign the document.
- Return the document to our registrar by November 18th.
- **IF YOU DO NOT RETURN THIS FORM BY NOVEMBER 18TH IT COULD AFFECT US HAVING A DIPLOMA FOR YOU AT THE END OF THE YEAR!**