



July 2018

Dear Students and Parents / Guardians of the Class of 2019:

Welcome to another exciting and busy year at Naperville North High School! As always, the school counselors are working diligently to meet important deadlines, and we have highlighted a few items for your immediate attention:

- **Transcript Release Authorization Form**

The Transcript Release Authorization Form (page 2) gives Naperville North High School permission to send transcripts to colleges, universities, the military (as applicable), scholarship organizations, and the NCAA Eligibility Center. Only one form per person needs to be submitted for the 2018-19 school year, and individuals can then begin requesting transcripts through *Naviance*, our personalized, web-based service, once we enable the system **on Tuesday, September 4, 2018**. Signed forms should be returned to Monica Novak in the College & Career Center. Transcript Release Authorization forms are also posted on the NNHS Student Services' portion of the NNHS website: <https://www.naperville203.org/NNForms>. Despite the fact that NNHS will be sending transcripts electronically (and therefore quickly), seniors are asked to adhere to **NNHS College Application Deadlines** which are explained in this mailing.

- **Unofficial Transcript**

Students can locate an unofficial copy of their transcript in Infinite Campus, by logging into their student account and clicking on the **Reports** section. Please review this document carefully. If you notice any errors, please make an appointment with the assigned school counselor so that we can get the transcript corrected. Unofficial transcripts can also be used when students are completing applications, especially to self-reporting institutions such as the University of Illinois, University of Iowa, and Iowa State University.

- **Invitation to "Senior/Parent Information Night" on Monday, August 27, 2018**

This program is for Class of 2019 students and their families. Because NNHS is only in its seventh year of a "newer" college application process, we strongly encourage students and families to attend.

Although most students are familiar with – and have log-ins for – **Naviance**, registration is the first step in the college application process. Through **Naviance**, and ONLY through **Naviance**, students will request transcripts, letters of recommendation, and be able to track applications. Additionally, students can obtain important information on fields of study, sign-up for college visits, research financial aid, scholarship opportunities, and standardized test preparation. Access to **Naviance** can be obtained through the College and Career Center or by contacting Monica Novak, College and Career Center Coordinator, when school resumes.

Again, we look forward to working with our families throughout the school year. Should you need assistance or have questions, please do not hesitate to contact me at 630.548.4943 or [blaporte@naperville203.org](mailto:blaporte@naperville203.org). Enjoy the remainder of your summer!

Sincerely,

Brian La Porte  
*College & Career Counselor*





## Transcript Release Authorization

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
Student's First Name

\_\_\_\_\_  
Student ID Number

I hereby consent to and request **Naperville North High School** to release transcripts pertaining to the student listed above to all Universities / Colleges / NCAA Eligibility Center / NAIA Eligibility Center / Scholarships / Summer Programs requested while attending Naperville North High School.

Once this form is submitted to the Student Services Department-2, you will be able to request college transcripts electronically via Naviance, and NCAA and NAIA and Scholarship transcripts through the Registrar.

This form can be turned in during registration or be given to the College and Career Center Coordinator during the school day.

**IMPORTANT:** Transcripts do not include National ACT or SAT scores, nor do they include results of any standardized testing scores. **You are responsible for sending your scores to colleges and universities through the testing agencies.** Go to [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com](http://www.collegeboard.com) if you have not already sent your official scores to the selected colleges or universities.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent / Guardian (required if student under 18)

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<b>Office Use Only Received On:</b>	
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Naperville North High School Invites You to Attend...

## Class of 2019 Senior/Parent Information Night

**Monday, August 27, 2018**

**7:00 PM**

**Naperville North Performing Arts Center**

**••• Students & Families are Invited •••**

### **Topics that will be discussed include:**

- The Naperville North College Application Process
- Utilizing *Naviance* to navigate post-secondary decisions
- Class of 2019 Recommendation & Scholarship Survey
- Letters of Recommendation
- Standardized Test Results & sending scores to colleges
- The Common Application
- And more!

**We hope to see you there!**





## Deadlines, Deadlines, Deadlines!

Seniors and families need to be cognizant and vigilant when it comes to the college application process. Please use the following to determine when letters of recommendation, school reports, or supplementary information should be **requested** by students. Please understand that many teachers and counselors are writing several evaluations and recommendation letters during the fall, so the more time you give them to complete your request, the better!

### APPLICATION DEADLINE

November 1

November 15

December 1

January 1

January 15

### Recommendations should be requested no later than:

October 10

October 24

November 7

December 7

December 14

Remember, NNHS staff needs time to draft and edit letters, upload or mail documents, and schedule a meeting with you, when appropriate. You can do your part by having the *Class of 2019 Recommendation and Scholarship* and *Teacher Recommendation* surveys completed on Naviance. Additionally, **all requests made to teachers or counselors for letters of recommendation should be initiated face-to-face**. *Naviance is not designed to replace personal dialogue*, and many teachers will not write letters of recommendation without a brief student-teacher meeting.

Please consult *Due North: The Naperville North Postsecondary Planning Guide*, available on the Student Services website (<https://www.naperville203.org/DueNorth>) for information on financial aid, writing the college essay, campus visits, and more.

### A FEW CLOSING THOUGHTS:

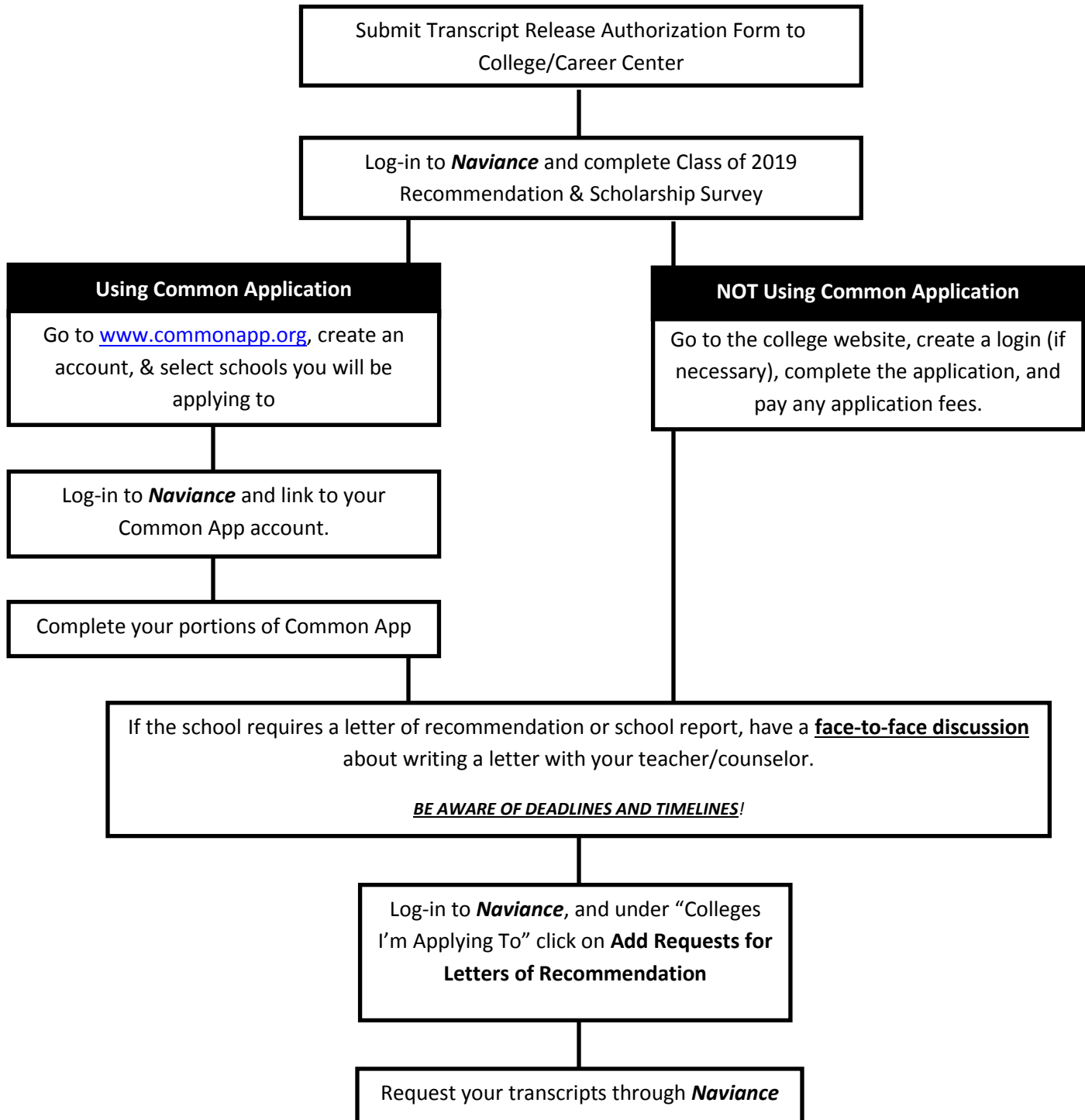
Students may believe that once college acceptance is secured, high school coursework no longer matters. This is false, and some students' dreams have been shattered by uncontrolled "senioritis."

Remember, students apply to colleges and universities and reveal, in good faith, current progress as well as their senior year schedules. Colleges and universities want to see students maintain high levels of rigor and achievement for **all eight semesters**. If a student drops a class or alters his or her schedule in a significant way during the application process, the student is obligated to notify the specific college or university. Counselors will not make changes without verification of this.





## Application Flow Chart





## Helpful Reminders

1. Refer to the Student Services Website for all updated senior information.
2. Set up senior conference appointment with your counselor.
3. See your counselor or Ms. Novak in the College & Career Center if you do not have (or have forgotten) your **Naviance** log-in information.
4. Check **Naviance** weekly:
  - Updates on college fairs and testing information
  - Sign up to visit with college representatives visiting NNHS (this must be done at least 24 hours prior to the visit)
  - View scholarship information
5. Check your email regularly that you used to register on **Naviance** as well as the email (if different) that you have provided to colleges.
6. DEADLINES – Time frame begins after the face-to-face conference with your counselor or teacher assuming the following:

### APPLICATION DEADLINE

**November 1**  
**November 15**  
**December 1**  
**January 1**  
**January 15**

### Recommendations should be requested no later than:

**October 10**  
**October 24**  
**November 7**  
**December 7**  
**December 14**

7. Admissions Categories:
  - Rolling
  - Priority
  - Early Decision and Early Decision II
  - Early Action and Restrictive Early Action
  - Regular Decision

\*Make certain that you completely understand what you are indicating. Early Decision, for example, is a binding agreement with colleges and universities . . . . read the fine print!
8. **You are responsible for sending your standardized test scores directly through the testing agencies.** Transcripts do not include these scores. And, if you are applying to a college or university that super-scores, you will probably want to send more than one score!





## Naviance & The College Application

Unless your schools-of-choice use the Common Application, you should complete applications by visiting individual college websites. Most colleges require that you complete everything online.

**Please follow the steps below to complete your college application (not Common Application):**

1. Submit the *Transcript Release Authorization* form to the College and Career Center. Without this form, we will not be able to send transcripts.
2. Go to **Naviance** and complete the *Class of 2019 Recommendation and Scholarship Survey* (under the “About Me” tab). This will help your counselor (and teachers) write your letters of recommendation – if recommendations are required.
3. Go to the individual school’s website.
4. Create an account (if asked) and complete the application. You may pay the application fee using a credit card. Submit your application.
5. Log-in to **Naviance** and record all schools you’ve applied to, under **Colleges I’m Applying To**. See the “Reminders” section below.
6. If the school that you are applying to **requires** a recommendation, please see your teacher and / or counselor and have a **face-to-face discussion** about letters of recommendation.
7. When you have confirmation from your teacher, send an electronic request for the letter of recommendation through **Naviance**. If the teacher is required to submit their recommendation via snail mail, it is your responsibility to provide a stamped (three stamps), addressed envelope to mail to each college.
8. Follow the same steps in #7 if your school counselor must complete an additional form/letter of recommendation and submit via mail.
9. Request your transcripts.

### **Reminders:**

1. Make certain that you are listing **all schools** you’ve applied to in **Naviance**. You need to include Common Application schools, as well as schools such as the University of Illinois and the University of Iowa, even though they are self-reporting.
2. You must indicate your application decision: **Regular Decision / Early Action / Priority / Early Decision / etc.** for each application. Make sure that you understand what these terms mean.
3. **Naperville North High School does not send standardized test scores to colleges or universities.** You need to visit the ACT website ([www.actstudent.org](http://www.actstudent.org)) or the SAT website ([www.collegeboard.org](http://www.collegeboard.org)) and have the scores sent directly to colleges or universities.

If, at any time, a recommendation or report must be sent via U.S. mail (rather than electronically), it is your responsibility to provide stamped (three stamps) and addressed envelopes to the appropriate person.





## Naviance & The Common Application

The Common Application is used by hundreds of colleges and universities across the United States. The benefit of the “Common App” is that students can fill out one application and send it to a number of colleges and universities.

Please check the Common Application or **Naviance** websites to see if schools you are participating with the Common App. If you are applying to more than one school, this can be a helpful tool. Keep in mind that Common Application schools require letters of recommendation from both your counselor and teachers.

### **Please follow the steps below to complete the Common Application:**

1. Submit the *Transcript Release Authorization* form to the College and Career Center Coordinator. Without this form, we will not be able to send transcripts.
2. Go to **Naviance** and complete the *Class of 2019 Recommendation and Scholarship Survey*. This will help your counselor (and teacher) write your letters of recommendation.
3. Go to the Common App Website ([www.commonapp.org](http://www.commonapp.org)).
4. Create an account, and select the schools you are considering. **IMPORTANT:** If you do not select a school, NNHS cannot send any supporting documents (transcript, school reports, letters of recommendation) for your Common Application.
5. After your schools are selected and your demographic information is complete on the Common App, you will need to complete a FERPA waiver for one of your schools. **IMPORTANT:** You only need to complete this for one school, as the waiver will automatically apply to the others. **Generally, students WAIVE their rights to see letters of recommendation.** If you have to think about this question, you are probably asking the wrong teacher to write your letter! You must complete the FERPA waiver before linking your Common App account to the **Naviance** account.
6. Go to the **Colleges I'm Applying To** section in **Naviance**, to sync your Common App & **Naviance** accounts.
7. Go back to the Common Application website to complete your portions of the Common App.
8. Before requesting recommendations on **Naviance**, please see your teachers *and* counselor so that you can have **face-to-face discussions** about letters of recommendation.
9. When you have confirmation from your teacher, send an electronic request for the letter of recommendation through **Naviance**.
10. Request your transcripts last.

### **Reminders:**

1. Make certain that you are listing **all schools** you've applied to in **Naviance**. You need to include Common Application schools, as well as schools such as the University of Illinois and the University of Iowa, even though they are self-reporting.
2. You must indicate your application decision: **Regular Decision / Early Action / Priority / Early Decision / etc.** for each application. Make sure that you understand what these terms mean.
3. **Naperville North High School does not send standardized test scores to colleges or universities.** You need to visit the ACT website ([www.actstudent.org](http://www.actstudent.org)) or the SAT website ([www.collegeboard.org](http://www.collegeboard.org)) and have the scores sent directly to colleges or universities.

If, at any time, a recommendation or report must be sent via U.S. mail (rather than electronically), it is your responsibility to provide stamped (three stamps) and addressed envelopes to the appropriate person.







## NNHS & NAVIANCE

Naviance is a web-based service designed for students and parents. It is a comprehensive website that you can use to help make decisions about colleges and careers. Naviance provides up-to-date information that's specific to our school and is the "clearinghouse" for ALL transcript requests, requests for letters of recommendation, and scholarship forms. It also lets us share information with you about upcoming meetings, events, and college representative visits.

Naviance registration codes were handed out to students during their freshman year. However, if you have lost this information, please contact your counselor or visit the College & Career Center. Due to confidentiality reasons, this information cannot be e-mailed. Therefore, the student/parent must either call or stop by in person. We highly encourage that parents and students share the log-in and password with each other so that all can access Naviance successfully!

Access Naviance through NNHS School website: <https://www.naperville203.org/NNHSNaviance>

Parents/Guests: Can log-in as a GUEST, using the password *blueandorange*

<b>Feature</b>	<b>Description</b>	<b>How to Access</b>
<b>College Search</b>	Save your search to access/modify later. Click on the various tabs of the college profile (general, admissions, financial aid, majors and degrees, and student life) to learn more information. Add colleges you're interested in to your "My Colleges" list for future reference.	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>2. Click the <i>College Search</i> hyperlink under the <i>College Research</i> section</li> </ol>
<b>Resumé</b>	Record your high school activities, awards, volunteer experience, etc. Rearrange your information into multiple printable versions of a resumé for employers or colleges.	<ol style="list-style-type: none"> <li>1. Click the <i>About Me</i> tab</li> <li>2. Click the <i>Résumé</i> hyperlink under <i>About Me</i> section</li> </ol>
<b>Career Exploration</b>	A career interest survey about interest in types of work activities. Use the results to explore suggested occupations; examine the education, training, and skills required, as well as wages typical for these occupations.	<ol style="list-style-type: none"> <li>1. Click the <i>Careers</i> tab</li> <li>2. Click the <i>Career Interest Profiler</i> hyperlink under the <i>What Are My Interests?</i></li> </ol>
<b>Recommendation Survey</b>	All students who will be asking for a letter of recommendation from a teacher and/or counselor will be asked to complete this survey	<ol style="list-style-type: none"> <li>1. Click the <i>About Me</i> tab</li> <li>2. Click the <i>Recommendation Survey</i> link</li> </ol>
<b>Document Library</b>	Access various NNHS forms such as: college presentation pass and transcript request form.	<ol style="list-style-type: none"> <li>1. Click the <i>Home</i> tab</li> <li>2. Click the <i>Document Library</i> hyperlink on right side</li> </ol>
<b>College Representative Visits</b>	Meet with college representatives visiting NNHS during the school day.	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>2. Click the <i>View all Upcoming College Visits</i></li> <li>3. Click the <i>Sign Up</i></li> <li>4. Pick-up a pass in the College &amp; Career Center</li> <li>5. Have your teacher sign the pass a day before the visit.</li> </ol>





<b>Feature</b>	<b>Description</b>	<b>How to Access</b>
<b>Scholarship List</b>	College and local organization-sponsored scholarship opportunities updated weekly. Database lists entries by name, deadline, award amount, merit or need-based, and application requirements; click on a column header to sort entries. You can also browse by category to yield a search list relevant to your interests.	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>2. Click the <i>Scholarship List</i> hyperlink under the <i>Scholarships &amp; Money</i></li> <li>3. Click on the <i>National Scholarship Search</i> for additional scholarships</li> </ol>
<b>Summer Enrichment</b>	This database not only lists entries by type (international, college-sponsored & special interest) but also allows you to browse by special interest as well as search by keywords like the name, location, etc	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>Click the <i>Enrichment Programs</i></li> </ol>
<b>Status of Transcripts</b>	View the exact date your official transcript (and other supporting materials if applicable) were sent.	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>2. Click the <i>Transcripts</i></li> <li>3. Click the <i>view the status of all my transcripts</i> hyperlink</li> </ol>
<b>School Statistics</b>	<p>Historical summary of NNHS application outcomes (number admitted, denied, etc.) by college</p> <p>Historical average GPA and ACT scores for admitted applicants, by college</p>	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>2. Click the <i>College Lookup</i> hyperlink under the <i>College Research</i> section</li> <li>3. After looking up and selecting a college, click on <i>School Stat.</i></li> </ol>
<b>Scattergram Graph</b>	Historical application results (admit, deny) represented in a scattergram (i.e., graph); applicant average GPA appears on y-axis and applicant average ACT scores on the x-axis.	<ol style="list-style-type: none"> <li>1. Click the <i>Colleges</i> tab</li> <li>2. Click the <i>College Lookup</i> hyperlink under the <i>College Research</i> section</li> <li>3. Select a college, click on <i>Graph</i> hyperlink</li> </ol>

**College Application Statistics**--College application statistics for the classes of 2014-2018 are available in Naviance. However, please be aware that our data is incomplete. After 2009, college denials were self-reported. Also, in order to protect student privacy, if fewer than three students applied to a college, the statistics are not available.

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**Students: Not sure what careers are out there? Not certain how to identify your interests?**

NNHS is pleased to offer Career Cruising, a suite of online career guidance and planning tools designed for people of all ages! Using the tools found on Career Cruising, students can search careers and explore education and training options.

Website: [www.careercruising.com](http://www.careercruising.com)  
 User Name: North203  
 Password: Huskies

Once a student logs-in, he or she can create a personal profile and password.

