



COON RAPIDS HIGH SCHOOL COMMON APPLICATION TRANSCRIPT REQUEST

Please print clearly and fill out one separate form for each college



THE COMMON APPLICATION

Name: _____ DOB: _____ Grade: _____ Counselor: _____

Student Email (we may need to contact you): _____ Student ID: _____

Name of the College: _____ Due Date: _____

Steps for Common Application College Transcript Requests (BEFORE HANDING IN THIS FORM):

- Yes/No** 1. Complete and submit your application for admission to the college listed above.
- Yes/No** 2. Request your transcript via Naviance (see reverse side for directions)
- Yes/No** 3. Meet with your counselor to review the process for completing and sending applications through Common Application.
- Yes/No** 4. Official Transcript: **\$3.00 Fee** attached
- Yes/No** 5. Letter(s) of Recommendation (pick up instruction sheet for requesting letters from teachers in the counseling office). *Note: Many common application colleges require letters of recommendation, however, the U of M **DOES NOT**.*

Please list Name(s) of Recommender(s): _____

Make sure your teachers know they must also complete the Common App Teacher Evaluation in addition to uploading their letter of recommendation.

ACT SCORES: If you did not previously request your ACT scores to be sent directly to the above college, you will need to request them by logging onto www.actstudent.org.

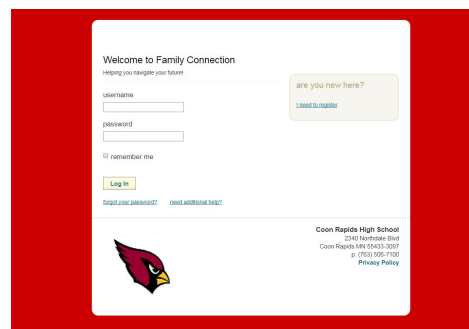
ONLY check if you are in one of these programs: _____ College Possible _____ AVID _____ Upward Bound

Student Signature: _____ **Today's Date:** _____

According to the Family Educational Rights and Privacy Act (FERPA), Coon Rapids High School has a responsibility to protect the confidentiality of your personal information. By signing this form, you are providing written documentation of your permission to release the specific information as requested above.

Date received in the office: _____
Uploaded to Naviance: _____ (initials)
Mailed/given to the student: _____ initials
Date sent via Naviance: _____ (initials)


(updated Sept. 2017)



REQUESTING TRANSCRIPTS THROUGH NAVIANCE FOR THE COMMON APPLICATION

Requesting Transcripts for the Common Application

Find out first if the schools you are applying to have the option for the Common Application. Some schools have the option to complete a regular application or the Common Application. (Example: The University of MN uses the Common Application only school now. Many private colleges in MN offer the option to apply via the Common Application or their own application). You will need to be in communication with your counselor and teachers (if you need letters of recommendation) throughout this process. There are several additional steps when you are applying to colleges via the Common Application.

1. Log into your Common Application account www.commonapplication.org
2. You must complete the Education page within the Common Application first and then complete the FERPA waiver.
3. The FERPA question is found within the "Assign Recommenders" tab of the application and the "release authorization" link must be checked with the FERPA decision. (**We recommend checking yes to waiving rights**). Recommenders may decline to write your letter of recommendation should you fail to waive your rights to see the letter.
4. **Log into Naviance** <http://connection.naviance.com/coonrhs>
5. Click Colleges
6. Click "Colleges I am Applying to"
7. In the blue box titled 'Common App Account Matching' type in the email you used for your Common Application account and your date of birth.
8. Click "Match" in order to synchronize the Naviance and Common App accounts.
9. Next add colleges you are planning to attend. Click "Add Colleges" to this list and follow the prompts and save at the bottom. You will need to click from the pull down that you are applying using the Common Application. Example of icon: 
10. **Pick up & complete the GOLD COMMON APP transcript request form paper Counseling Office (from Ms. Tryba).**
11. **Submit a form and \$3 for EACH transcript you are requesting.**

- ❖ The transcript is sent electronically once you have completed BOTH steps (Naviance request and paper request with \$3 fee).
- ❖ Allow 5 school days for processing
- ❖ You may check the status of your transcript requests on Naviance by logging back in, clicking the "**Colleges**" tab, then clicking on "**Transcripts**" on the left side of the next page, and then clicking on "**Check the status of my transcript requests.**" You will see a date the Counseling office has sent your transcript.
- ❖ **Many colleges using The Common Application require letters of recommendations. Please pick up information in the Counseling Office to assist you. Letters should be requested in Naviance as well so teachers can send electronically.**
- ❖ **The Common Application requires a counselor and school report. You must meet with your counselor to request that this be completed.**
- ❖ **The Common Application also may require rating forms and mid-year progress reports. Please keep on top of these components!**

****If you have taken College classes during high school, contact the Registrar/Records Office at the colleges to have your official college transcript sent to the colleges you are applying to**

****If you have taken any AP classes, you can self-report your scores and then also request that the College Board send your scores (these will go to the college registrar, not admissions)**

****Since we use Naviance, we do not send transcripts any other format (ie SendEdu)**