

NAVIANCE Parent Information Sheet

Welcome/Home Page:

- “My Favorites” - Colleges I’m Thinking About, Colleges I’m Applying To
 - Viewing College Requirements/Scattergrams
- “What’s New” - Sign up for college visits

About Me:

- Resume - Teachers and counselors have access to this page and will use the information to write letters
 - Looking for awards/honors, involvements with school and community, work experience, internships, etc.
- “Surveys From Your School”:
 - Guidance Questionnaire for LORs - counselors have access to this page and will use it to write letters of recommendation
 - Counselor letters are required to be sent with application materials from school. These letters do not need to be requested, we will write automatically for all seniors.
 - FERPA Waiver - this must be completed in both Naviance and CommonApp

Colleges Tab:

- Add Colleges to the “Applying To” List once you have solidified your college list; if still unsure, use the “Thinking About” list
 - Be sure that every column is filled in (type, how are you applying, deadline, edit)
- Request Transcripts
- Letters of Recommendation
 - Students should ask their teachers in person first
 - Formal request: student’s can select which teacher letters go to which school by checking off “select all” or individual colleges
 - Every time a students adds a college to their final list, they must remember to request a teacher letter as well otherwise there is no teacher letter attached to that application
