

College Application Checklist 2017-18

Common Application – Go to www.commonapp.org and complete the registration after clicking on “Create an Account” This must be completed before eDocs can be used. Students will need to match their Family Connection account with their Common App account. Make sure your email address, last name, and date of birth on your Common App Account match what you are putting in Family Connection.

Test scores – Request directly from testing site to be sent to colleges

___ SAT www.sat.collegeboard.org/send-sat-scores

___ ACT www.actstudent.org

Naviance “colleges” tab – Log on to Naviance through the HMHS website.

“colleges I’m thinking about” - Add schools by clicking on “add to this list” and then “lookup” After selecting Schools click on “Add Colleges” button

___ when ready to apply to a school, click on box in front of school’s name, click on “Move to Application List,” and specify Early Decision, Early Action, Rolling, Regular Decision, etc.

“colleges I’m applying to”

___ Follow directions to match your Naviance Family Connection and Common App accounts

___ Letters of Recommendation--****MAKE SURE ALL DEADLINE DATES ARE CORRECT IN NAVIANCE—ESPECIALLY FOR EARLY ACTION AND EARLY DECISION** IMPORTANT TO BE ACCURATE WITH DEADLINES—RECOMMENDERS NEED TO KNOW THE DEADLINE THEY MUST MEET.**

- Counselor – Submit “senior information sheet” and “resume” to assist counselor in providing a comprehensive letter
- Teacher – Ask in person, and in Naviance go to “colleges I’m applying to” > “Teacher Recommendations” > “add/cancel requests” > select teacher from dropdown menu > click on “Update Requests”

___ Common Application vs. College’s own forms (application, teacher forms, counselor form)

- Mail – Provide teachers with an addressed envelope
- Electronic submission

___ Transcript Request

- Permission to Release Student Record (white card) – Submit completed card to counselor
- “colleges I’m applying to” in Naviance – Click on box in front of school’s name > click on “request transcripts” above the list of colleges > “add request” box in front of school’s name > click on “Request Transcripts”
- Transcript Request (pink card) – **Fill out and hand to your counselor in person two weeks before the college application deadline**

School Information for Common Application and Other Applications

Haddonfield Memorial High School~ 401 Kings Highway East~ Haddonfield, New Jersey 08033

Phone: (856) 429-2204 Fax: (856) 216-9759 (CEEB) School Code: 310470

Class Rank: None Class Size: 194 GPA: Weighted, 100-point scale

School Counselors (Please note that “School Counselor” is the official title of your counselor)

Mrs. Judith Dorfman

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Mr. Jeffrey Holman

Phone: (856) 429-2204 ext. 129 E-mail: jholman@haddonfield.k12.nj.us

Mrs. Carla O’Hara

Phone: (856) 429-2204 ext. 130 E-mail: cohara@haddonfield.k12.nj.us

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