

Weston High School Application Checklist

Before meeting with your counselor to make your initial transcript request, YOU MUST complete:

- My Colleges** – Be sure that all colleges to which you are applying are listed in “colleges I’m thinking about” in Naviance.
- WHS Transcript Release materials** (ALL forms must be signed by both student *and* parent/guardian, and submitted to your counselor (in person), including:
 - Transcript Request Form:** Pick up your individualized form from Ms. DeCastro in the Guidance office. List **ONLY colleges to which you are applying at this time**. Other schools may be added later to this same form.
 - Unofficial Transcript:** Indicate any inaccuracies so they can be corrected – grade questions must be directed to the teacher of the class, or if not available, the department head. The transcript is printed on the back of your Transcript Request Form.
 - Guidance Letter Authorization:** No counselor letter will be prepared if this is missing or incomplete. If you have questions about the waiver, discuss them prior to signing the form.
 - Support Services Release:** This release is for students with IEPs or 504 Plans.
- Match Common Application to Naviance** – It is imperative that you complete the FERPA notice in the Common Application and match your Common App and Naviance accounts. Failure to complete this accurately will prevent submission of your application materials. (NOTE: The Coalition Application may have different requirements.)

*All of the above items MUST be given to your counselor **in person** at least **30 days before your first deadline**. We will begin accepting transcript requests on the third Monday in September. (This date will accommodate October 15 deadlines.) Incomplete or ABANDONED forms WILL NOT be accepted.*

For EACH application you are submitting electronically:

- Indicate the type of application you are using in the “**Application Type**” column on the Transcript Request Form AND in Naviance. DO NOT CHANGE your application type midstream without a discussion with your counselor, as colleges won’t receive any documents sent after the change if counselors are unaware.
- For each college to which you are applying using **Common Application**, make sure you create the application on your Common Application dashboard, otherwise your counselor and teacher(s) WILL NOT BE ABLE TO SEND transcripts/letters on your behalf.

*Please note that Common App no longer allows counselors to update and replace documents in their system. Once you submit your first Common Application, the same transcript will be automatically sent to every subsequent Common Application you submit. **Checking grade accuracy in a timely manner and notifying your counselor of a pending grade change BEFORE transcripts are uploaded is the student’s responsibility.***

- Teacher Recommendations** – After meeting with your school counselor to activate colleges, confirming with the teachers writing your recommendations, AND checking the maximum number of recommendations accepted by EACH college, send the teacher recommendation request to your teachers in Naviance.

*We will be sending electronic application packets (transcripts, school profile, counselor letter, etc.) to **ONLY those schools entered on your Transcript Request Form**. HOWEVER, Common App now automatically send materials to all colleges as you submit applications, without counselor intervention.*

For EACH school to which you are applying that does NOT accept documentation through Naviance: (postage stamp icon)

- Provide your counselor any applicable “School Report Form(s)” for the college or university, if any. Large universities that assign an applicant ID number rely on these forms to match our paper submission to your application. Make sure the “applicant” section is filled out and signed.
- If you are mailing a paper application to a college that also accepts them online you MUST check off “Paper” in the “Application Type” column on the Transcript Request Form. Provide teacher recommenders with stamped/addressed envelopes to admissions along with any required forms.

Additional STUDENT Responsibilities:

- Standardized Tests** – Release appropriate scores to schools via www.collegeboard.com or www.act.org. This must be completed by the student. Please note, some schools will allow students to self-report their scores on the application.
- Applications Submitted** – Once you have submitted your application (whether online or in the mail), go to the “colleges” tab in Naviance and under “colleges I’m applying to” click on yes next to “have you applied?”
- Application Completion Status** – Be sure to check your student portals for EACH of the colleges to which you are applying to be sure all materials are received. Allow two weeks after the application deadline to ensure that the materials have been logged into your account.
- Financial Aid** – Check the financial aid section of EACH college to which you are applying for financial aid requirements. ALL colleges will require the FAFSA, which you should begin in October and complete by February 1st. Note that some colleges have early scholarship deadlines, and ED financial deadlines are early.