



**Class of 2024**

**Graduation & Beyond**



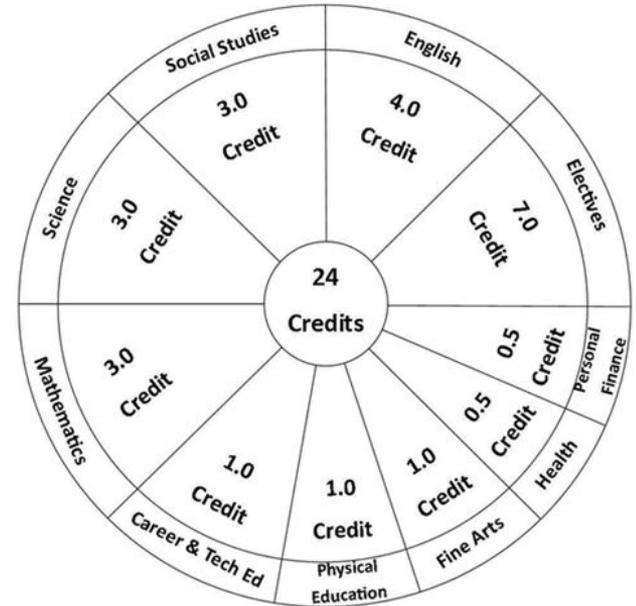
# Senior Year

- **Be engaged**
  - Participate in class and our community
  - Keep up with emails and announcements
- **Stay focused on the end goal**
  - What do you still need to conquer to earn your diploma?
- **Prepare for your future**
  - Are your classes and grades setting you up for a successful future?



# Graduation - Credit Requirements

- **17** specific + **7** “free choice” = **24**
  - 4 credits of English
  - 3 credits of math
  - 3 credits of science
    - 1 must be Biology; 1 recommended physical science
  - 3 credits of social studies
    - 1 must be US history; 1 must be World history; 0.5 must be Government
  - 0.5 Health
  - 0.5 Personal Finance
  - 1.0 PE
  - 1.0 Fine Art (visual or performing art)
  - 1.0 CTE (Business, Marketing, FACS, Tech/Engineering)
  - 7.0 elective or above and beyond credits
  - **24 total credits earned**



# Graduation - Assessment Requirements

- Pass **MO** Constitution test
  - Taken in Government class
- Pass **US** Constitution test
  - Taken in Government class
- Complete **EOCs** in:
  - Alg 1 or 2
  - Biology
  - English 2
  - Government
- Pass **American Civics** test
  - Check your EMAIL for link to start
    - 108 seniors have “Not Started” 🤔
    - 41 seniors are “In Progress”. Must pass all 5 sections.



# Life after PCH

What is your plan?

- PCH Matriculation:

- 4 year College (75%)
  - In-state = 62%
  - Out-of-state/country = 38%
  - Private colleges = 25%
  - Public colleges = 75%
- 2 year College (16%)
- Employment or Training Programs (4%)
- Gap Year (3%)
- Military (2%)



# Alternative Paths

A few examples of alternative options PCH students have explored in the past:

[Apprenticeship.gov](#)

[Job Corps](#)

[St. Louis Carpenters Union](#)

[Electrician Apprenticeships](#)

[Careers in Construction](#)

[ICATT Apprenticeship Program](#)

[Police Dispatcher](#) - Ballwin (no previous experience required!)

[IHM Academy of EMS Paramedic Program](#)

[Total Access EMT Training](#)

[St. Louis County Fire Academy](#)

[Missouri Department of Corrections](#)

[Paul Mitchell the School](#) (Cosmetology)

[STLCC Accelerated Job Training Programs](#) (includes personal training, Boeing pre-employment, coding, and more!)

[Nativ](#) - Gap Year Program in Israel

[Gap Year Solutions](#)

[TeenLife](#) - Gap Year Programs

Military Enlistment - [Army](#), [Navy](#), [Air Force](#), [Marines](#), [Coast Guard](#)



Scroll to very bottom of page

# A+ Program

STLCC App  
Opens Oct 1

- **Scholarship**
  - Up to 6 semesters of tuition at any MO Comm Coll or Public Tech School
  - May use this coming summer at STLCC for 2 free classes!
  - Some smaller offers to a few MO 4 yr universities (Truman, MO State both have \$500 scholarships)
- **Requirements**
  - US citizen or permanent resident (need SSN)
  - Attend an A+ school for at least 2 years
  - Cumulative unweighted GPA of 2.5
  - 95% attendance
  - 50 hours tutoring (*may include up to 25 Comm Serv*)
  - Show math proficiency on Alg 1 or Alg 2 EOC or math section of ACT
  - Behavior/Citizenship (no major suspensions)
- **Enroll Now**
  - Complete the **A+ Interest Form** on the PCH A+ website to get started, and then **follow instructions** in email



# Parkway/Rockwood College Fair

Date: Monday, September 11, 2023

Time: 6:00 PM - 7:30 PM

Location: Queeny Park - Greensfelder Recreation Complex

Participants: **100+** tables representing **2 year** community colleges, **technical** schools, **4 year** colleges/universities and **military** branches

Register here:



choose



|   |
|---|
| <b>Event location:</b> Missouri           |
| <b>What event are you attending?</b>      |
| 09/11/23 - Queeny Park - Rockwood/Parkway |

# Reps with Scheduled Visits to PCH in Sept

American University  
Baylor University  
Bradley University  
Eastern Illinois University  
Florida Southern College  
Kansas State University  
Lafayette College  
Maryville University of Saint Louis  
Miami University, Oxford  
Murray State University  
Northwestern University  
Pitzer College  
Saint Louis University  
Savannah College of Art & Design - SCAD  
Southern Illinois University-Carbondale  
Syracuse University  
Texas Christian University

Trinity University  
University of Chicago  
University of Health Sciences & Pharmacy in STL  
University of Illinois at Urbana-Champaign  
University of Iowa  
University of Kansas  
University of Louisville  
University of Memphis  
University of Minnesota-Twin Cities  
University of Missouri-Columbia  
University of Missouri-Kansas City  
University of Southern California  
Valparaiso University  
Washington University in St Louis  
Webster University  
Westminster College



- COUNSELING
- Home
- School Profile
- Mental Health & Wellness Resources
- Naviance**
- New Student Registration
- Transcripts
- A+ Program

# Welcome to Naviance Student.

 **Please choose your user type.**  
This allows Naviance to help you log in the

 **Student**

 **Parent or Guardian**

 **A**

# Welcome Student!



**Login to Naviance**

I'm new and need to register

CONTINUE WITH **Clever**



Demo's Future

College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Scattergrams

Advanced College Search

College Lookup

Plan

Quickly access information from

Research Colleges

Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

Apply to College

Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

Scholarships & Money

College-Specific Scholarships

National Scholarship Search

Scholarship Search

Favorite Scholarships



A: The college has absolutely no preference. They provide options to make things simpler for you. I would not suggest

[Additional Information from Y](#)

Tasks from My School

**Register in Naviance & Grab a Pass from Counseling**

# PCH College Series

## Semester 1 Events

**Tuesday, September 5, 6-7:30 pm**

PCH Theater

\*\*College Application Night - Senior Parents\*\*

**Monday, September 11, 6:00-7:30 pm**

Edgar M. Queeny County Park

\*\* Parkway/Rockwood Regional College Fair\*\*

**Saturday, September 23, 11:00 am-3:00 pm**

Harris Stowe State University - Emerson Perf Arts Building

\*\* HBCU College Fair\*\*

**Wednesday, October 11, 6-7:30 pm**

PCH Theater

\*\*College Admissions – Resources for Families\*\*

**Tuesday, October 24, 6-7:30 pm**

PCH Commons

\*\*Financial Aid 101\*\*

**Sunday, October 29, 1:00-4:00 pm**

Saint Louis University – Simon Recreation Center

\*\*National College Fair - St. Louis\*\*

**Wednesday, December 13, 6-7:30 pm**

PCH Theater

\*\*FAFSA Presentation - Senior Parents\*\*

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# College Applications

Application season is NOW!

1. Finalize your college list by mid September (if possible)
  - a. Ensure all schools are in **Naviance** (*Colleges → Colleges I'm Applying To*)
    - Match Common App account to Naviance and/or manually add schools
  - b. Do you have a range of selectivity?
    - A safety school isn't a backup if you don't want to go there!
2. Make a calendar of your **deadlines** (some as early as 10/15)
3. Create a **checklist** of what you will need for each school to apply
  - a. Application (!), transcript (?), test scores (?), rec letters (?), essays (?), application fee (?)
  - b. Note: **IF** you are using **Common App**, you **MUST** choose a counselor to complete your **School Report!** This requires a conversation with Flagg, Lange, Hussmann, Greenwood or Prange.

# Avoid or Use “Common App”?

Things to consider...

- If you are applying to 4+ schools and they are all on Common App, that might make the most sense.
- Some schools are Common App exclusive, so it's the only option!
- Common App requires a Secondary School Report (filled out by a counselor) to send your transcript, institutional applications do not.
  
- Use institutional applications if only applying to 1-3 schools.
- Most institutional applications take around 15 minutes to complete.
- Some schools do not accept the Common App. (UC schools, Georgetown, STLCC)
- If you are applying to Mizzou with test scores, the Mizzou application would NOT require a resume or essay, but you do have to write an essay if you use the Common App! If applying to Mizzou test optional, an essay is required for either application.

# Submitting Applications

- As soon as your application is complete and accurate, feel free to submit!
- **Do not wait until the actual deadline** date (ie, Nov 1) to submit - - give yourself cushion!
- For Common App, you still submit to one institution at a time. You don't have to have everything finished for every school at once!
- When you submit, that is when you pay the application fee. Fee waivers available for those who are eligible for free/reduced lunch.
- **Your transcript and any required forms/ recommendation letters do not have to be submitted for you to submit your application.**

# Test Optional vs Sending Test Scores

Things to consider...

- You can decide for each institution.
- Do your scores fall in the average range of admitted students for that school?
  - If you have a 28 and the average score is 33-34 (ie Wash U), then test optional would be best.
- Have you reviewed the automatic scholarship information for that school?

Non-Residents

| SCHOLARSHIP      | TYPE     | TRADITIONAL CRITERIA (UNWEIGHTED GPA) | TEST OPTIONAL CRITERIA (UNWEIGHTED GPA) | ANNUAL AMOUNT |
|------------------|----------|---------------------------------------|---|---------------|
| Bluegrass Spirit | Academic | -                                     | 3.00                                    | \$5,000       |
|                  |          | 3.00 & 25<br>ACT/1200 SAT             | 3.50                                    | \$8,000       |
|                  |          | 3.50 & 25<br>ACT/1200 SAT             | 3.60                                    | \$10,000      |
|                  |          | 3.50 & 30<br>ACT/1360 SAT             | 3.80                                    | \$12,500      |

If I have:

GPA = 3.18

ACT = 19

Send scores or not?

# Sending Test Scores to Colleges

- Review the college's admissions website for application requirements
  - **Self-report**
    - FREE; simply type in application or upload copy of your score report
  - **Include with high school transcript**
    - FREE; mark to include test scores when you request your transcript in Naviance
  - **Send directly from testing agency**
    - \$18 per request; choose one testing date or superscore report
    - Can take time to deliver, so order well in advance
    - Often only needed once you have been admitted and have chosen to attend

# Sending Transcripts & Rec Letters

- Most colleges require you send an official transcript during the application process.
  - Some ask you to self-report all of your high school courses and grades through the application or through a **SSAR/SRAR** (Self-Reported Academic Record) portal.
- Some colleges require recommendation letters from teachers and/or a counselor. Some will not accept letters at all. Know what you need and don't over invite! All letters are **CONFIDENTIAL** so you should never see or access them.
- You request transcripts and teacher recs in **Naviance**. Always have a *conversation* with the teacher before inviting them in Naviance! Explain where you are applying, their recommendation letter requirements and your earliest deadline.
- Letters and transcripts are bundled and sent together, so your transcripts will not be submitted until your letters are ready!

Demo's Future

College Home

### Find Your fit

- SuperMatch College Search
- College Match
- College Events
- Scattergrams
- Advanced College Search
- College Lookup

## Plan

Quickly access information from

### Research Colleges

- Colleges I'm Thinking About
- College Visits
- College Compare
- College Resources
- Acceptance History
- Enrichment Programs
- College Maps

### Apply to College

- Colleges I'm Applying to
- Manage Transcripts
- Letters of Recommendation
- Test Scores

### Scholarships & Money

- College-Specific Scholarships
- National Scholarship Search
- Scholarship Search
- Favorite Scholarships



A: The college has absolutely no preference. They provide options to make things simpler for you. I would not sugges

[Additional Information from Y](#)

### Tasks from My School

# Common App Forms

- **Secondary School Report (Required)**

- Must be sent with your transcript
- You need to ask a counselor to prepare this for you if you are using Common App (this is not done automatically - ever!)
  - The conversation isn't, "Mrs. Prange said I needed to tell you to do a form." Have a conversation about where you are applying, what your deadlines are, and that you would like for me/one of them to be the counselor who prepares your Common App forms.

- **Senior Schedule (Required)**

- Must be uploaded and sent with your transcript, so if something doesn't look right for second semester, you'll want to get it fixed before requesting transcripts.

- **Counselor Recommendation Form (Varies by School)**

- Some (not all) schools require this form. Whichever counselor you have chosen to prepare your School Report would do this if needed by any of your schools.
- Discuss whether the form is sufficient (allows for 1000 characters) or if you need/want a full letter to be attached.
  - A full letter request requires you to fill out a survey in Naviance and give at least 2-3 weeks notice before a deadline.

- **Early Decision Contract (Optional)**

- If you are applying Early Decision to a school, the contract must be signed by the counselor after consulting with a parent/guardian. Discuss in advance to allow for that communication to happen.

# Teacher/ Counselor Rec Requirements?

Requirement Grid in Common App

The screenshot displays the Common App dashboard interface. At the top, a navigation bar includes tabs for 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid'. The 'Dashboard' tab is selected and circled in red. In the top right corner of the dashboard area, there is a button labeled 'Application Requirements', also circled in red. Below the navigation, the dashboard shows a list of colleges with their application status. Each college entry includes a logo, the college name, a link to 'Add your term or admission plan', and the current application status. The status for all listed colleges is 'Application - In progress'. A 'Sort my colleges by: College Name' dropdown is visible in the top right of the dashboard area. The colleges listed are Boston College, Boston University, Chapman University, Clemson University, Elon University, and Emory University.

| College            | Application Status        |
|--------------------|---------------------------|
| Boston College     | Application - In progress |
| Boston University  | Application - In progress |
| Chapman University | Application - In progress |
| Clemson University | Application - In progress |
| Elon University    | Application - In progress |
| Emory University   | Application - In progress |

## Application requirements

Scroll for more information

Download requirements grid

Search

| College name ↑                 | Deadlines |          |            |     |     |            | App fees ? |       | Common App ? |     | Supplements ? |    | Minimum standard test required ? |  |                            | Recommendation |    |    |    |
|--------------------------------|-----------|----------|------------|-----|-----|------------|------------|-------|--------------|-----|---------------|----|----------------------------------|--|----------------------------|----------------|----|----|----|
|                                | ED        | EDII     | EA         | EAI | REA | RD/Rolling | US         | Int'l | PE           | C&G | Portfolio     | WS | Test policy                      | SAT/ACT tests used                     | Int'l                      | TE             | OE | MR | CR |
| Boston College                 | 11/1/2023 | 1/2/2024 |            |     |     | 1/2/2024   | \$80       | \$80  | ✓            |     | SR            |    | Never required                   | SAT without Essay or ACT without Essay | IELTS or TOEFL or Duolingo | 2              | 0  | ✓  | ✓  |
| Boston University              | 11/1/2023 | 1/4/2024 |            |     |     | 1/4/2024   | \$80       | \$80  | ✓            |     | SR            |    | Never required                   | SAT without Essay or ACT without Essay | IELTS or TOEFL or Duolingo | 1              | 0  | ✓  | ✓  |
| Chapman University             | 11/1/2023 |          | 11/1/2023  |     |     | 1/15/2024  | \$70       | \$70  | ✓            |     |               |    | Sometimes required               | SAT without Essay or ACT without Essay | IELTS or TOEFL             | 1              | 0  | ✓  |    |
| Clemson University             |           |          | 10/15/2023 |     |     | 5/1/2024   | \$70       | \$70  |              |     |               |    | Never required                   | See website                            | See website                | 0              | 0  |    |    |
| Elon University                | 11/1/2023 |          | 11/1/2023  |     |     | 1/10/2024  | \$60       | \$60  | ✓            |     |               |    | Sometimes required               | SAT without Essay or ACT without Essay | IELTS or TOEFL or Duolingo | 0              | 0  |    | ✓  |
| Emory University               | 11/1/2023 | 1/1/2024 |            |     |     | 1/1/2024   | \$75       | \$75  | ✓            |     |               |    | Never required                   | SAT without Essay or ACT without Essay | See website                | 2              | 0  | ✓  | ✓  |
| Indiana University Bloomington |           |          | 11/1/2023  |     |     | 3/1/2024   | \$65       | \$65  | ✓            |     |               |    | Sometimes required               | SAT without Essay or ACT without Essay | IELTS or TOEFL or PTE      | 0              | 0  |    |    |
| Iowa State University          |           |          |            |     |     | 7/21/2024  | \$55       | \$65  |              |     |               |    | Flexible                         | See website                            | See website                | 0              | 0  |    |    |
| University of Arkansas         |           |          |            |     |     | 7/26/2024  | \$55       | \$60  |              |     |               |    | Sometimes required               | See website                            | See website                | 0              | 0  |    |    |
| University of Colorado Boulder |           |          | 11/15/2023 |     |     | 1/15/2024  | \$65       | \$70  | ✓            |     |               |    | Never required                   | SAT without Essay or ACT without Essay | IELTS or TOEFL or Duolingo | 1              | 0  |    |    |
| University of Kansas           |           |          | 11/1/2023  |     |     | 7/28/2024  | \$40       | \$85  |              |     |               |    | Sometimes required               | SAT without Essay or ACT without Essay | See website                | 0              | 0  |    |    |
| University of Maryland         |           |          | 11/1/2023  |     |     | 1/20/2024  | \$75       | \$75  | ✓            | ✓   |               |    | Flexible                         | SAT without Essay or ACT without Essay | See website                | 1              | 0  |    | ✓  |
| University of Michigan         |           |          | 11/1/2023  |     |     | 2/1/2024   | \$75       | \$75  | ✓            |     | SR            |    | Flexible                         | SAT without Essay or ACT without Essay | IELTS or TOEFL             | 1              | 0  |    |    |

Personal Essay

Teacher Eval (Rec)

Counselor Rec

My Colleges Only

All Colleges

# Timeline

- You should invite a **counselor** and **teacher(s)** to complete any required forms and **recommendations** at least **3 weeks** prior to your earliest deadline.
- We require that you **request transcripts** at least **3 school days** prior to a deadline.
  - **Ex: Nov 1** is a Wednesday, so that means **recommendation requests** need to be in no later than **October 10** and **transcript requests** in no later than **October 26**
- Once again...transcript requests will not be processed until all required components are available to submit
  - All requested rec letters, Common App School Report, senior schedule, etc.
  - Some teachers upload **ON** the deadline, but should be communicating their timeline and intentions with you.
  - You can submit your application before your supporting documents are sent.
- Nearly all submissions deliver electronically/instantly and will be processed by the end of the school day on or closest to the deadline.

# PCH Counseling

## Senior Class

The screenshot shows the PCH Counseling website. The top navigation bar is red with white text for 'STUDENTS', 'ATHLETICS', 'LIBRARY', 'COUNSELING', 'FAMILIES', 'STAFF DIRECTORY', and 'CALENDAR'. The 'COUNSELING' link is highlighted with a grey box. Below the navigation bar, the page is divided into two columns. The left column contains a list of links: Home, School Profile, Mental Health & Wellness Resources, Naviance, New Student Registration, Transcripts, A+ Program, Preparing for College Admissions, Testing (ACT, PSAT, AP), Volunteer & Enrichment Opportunities, Senior Class (highlighted with a grey box), Junior Class, Sophomore Class, Freshman Class, Progress Towards Graduation Checklists, PCHS Course Guides, and Parkway Choice Programs. The right column is titled 'SENIORS' and contains the following content: 'Resources for Seniors', a paragraph about Common App tips, a link for 'Top Tips for Common App' with a red arrow icon, a list of links for 'Seniors - Requesting Transcripts', 'Seniors - Requesting Teacher Recommendations', and 'Seniors - Requesting Common App School Report & Counselor Recommendation', a 'Fall Class Meeting' announcement, a paragraph about events for parents and students, 'Appointments with Mrs. Prange' information, 'Fee Waivers' information, and 'College Visits/Fairs' information.

STUDENTS ATHLETICS LIBRARY **COUNSELING** FAMILIES STAFF DIRECTORY CALENDAR

### COUNSELING

Home  
School Profile  
Mental Health & Wellness Resources  
Naviance  
New Student Registration  
Transcripts  
A+ Program  
Preparing for College Admissions +  
Testing (ACT, PSAT, AP) +  
Volunteer & Enrichment Opportunities  
**Senior Class**  
Junior Class  
Sophomore Class  
Freshman Class  
Progress Towards Graduation Checklists  
PCHS Course Guides  
Parkway Choice Programs

### SENIORS

#### Resources for Seniors

Below you will find links to Common App tips, as well as handouts to walk you through the steps of requesting transcripts and forms/recommendation letters.

[Top Tips for Common App](#) *(\*only needed if you are using Common App to apply to any colleges!)*

- Seniors - Requesting Transcripts
- Seniors - Requesting Teacher Recommendations
- Seniors - Requesting Common App School Report & Counselor Recommendation

**Fall Class Meeting:** Mrs. Prange will have 30-35 minutes to meet with the senior class in the theater on August 25. During this time she will cover the basic information for completing/submitted applications, requesting transcripts, inviting teachers and counselors to prepare forms/letters to support your application, sending test scores, and more.

Events for parents (and students) are available throughout the fall. Check out the [PCH College Series](#) for details.

**Appointments with Mrs. Prange:** Students may schedule individual appointments with Mrs. Prange using her online scheduling system. Email her for the link or stop by Counseling to scan her QR code. *(Sorry it isn't available here - when previously available on the website, students from other schools/districts were using it to schedule virtual appointments!)*

**Fee Waivers:** If you have financial barriers and will need assistance with application fee waivers, those are available for students who qualify for meal benefits. To see if you are eligible, fill out the application for this school year [here](#).

**College Visits/Fairs:** (1) If you are going to miss school for a campus visit, please inform your grade level office of your absence. The absence is coded as "CV" (College Visit) and is excused, but you are still responsible for the missed work. (2) Lots of college admission representatives visit PCH - sign up in Naviance to connect with them while they are in the building! (3) If you would benefit from attending a college fair, there are two great opportunities this fall. More details are listed on the [PCH College Series](#) page.

# Top Tips for Common App

Advice for those applying to college using the Common Application

| Education Section    |  |
|----------------------|--|
| Class Size           | 340  |
| Class Rank Reporting | None   |
| GPA Scale            | 4.0  |
| Cumulative GPA       | Enter directly from your transcript  |
| GPA Weighting        | Mark "Weighted" if you have ever taken any honors or AP classes. Otherwise, mark "Unweighted." |

## Account

Creating your Common App account and matching it to Naviance



| Entering Resume Items<br>(What you are balancing on your plate?) |   |
|--|---|
| Activities Section   | List up to 10 activities you are involved with outside of the classroom (in the order of their importance to you).<br>Be sure to include commitments you have outside of PCH (employment, community/family), as well. |
| Educational Honors & Awards                                      | List up to 5 honors related to academic achievements. This could include things like membership in honor societies or success in academic competitions (ie math, Speech/Debate, FBLA/DECA).                           |

## Applying

Information you will need when filling out the application.

| Courses & Grades Section |   |
|--------------------------|---|
| Grading Scale            | A-F   |
| Schedule                 | Semesters   |
| Semester Grades          | List as indicated on your transcript (including the +/-'s) in the semester they were earned. All "H" grades should be reported as "A+."<br><i>**The Final Semester grade column should be left blank!</i> |
| Semester Credits         | List all credits earned as 0.5 in the semester they were earned.<br><i>**The Final Semester credit column should be left blank!</i>   |

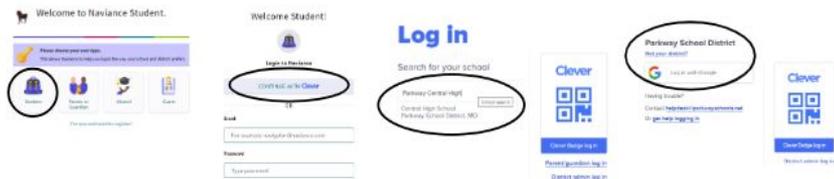
# Requesting Transcripts

## FOR COLLEGE APPLICATIONS:

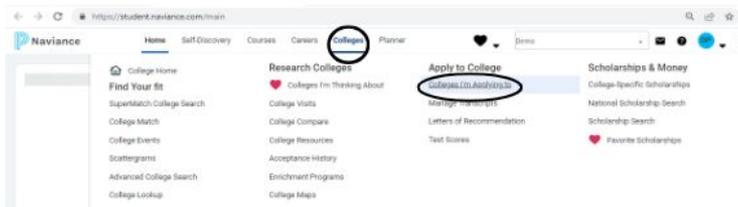
**Step One:** Complete the [Authorization to Release Records](#) – a verification will be emailed and then you will need to allow at least 1 school day for processing. (This step is only completed one time.)

**Step Two:** Sign into Naviance. Link – <https://student.naviance.com/pkwyctrl>

Click "Student" and then "Continue with Clever". Type "Parkway Central High" and then select Central High School. Finally, click "Log in with Google" and enter your Parkway Google log in.



**Step Three:** Navigate to "Colleges" – "Colleges I'm Applying to".



**Step Four: (OPTIONAL):** Only complete this step if you are using the Common Application for one or more schools. If you **are** applying to any Common Application schools you will need to click "**Match Accounts**" which will link you to log into your Common App to connect the two accounts.



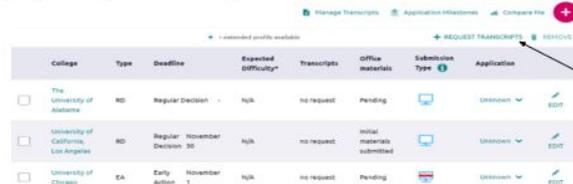
After logging in to your Common App account this screen will appear and you need to select "I agree" and then "Connect".



**Step Six:** Ensure application types and deadlines are listed accurately. Example below shows the deadline of October 15 and application type unknown ("?"). You would click **Edit** (pencil) to adjust the **deadline** and indicate if applying via **Common App** or **Direct to the institution**.



**Step Seven:** Click on "+Request Transcripts".

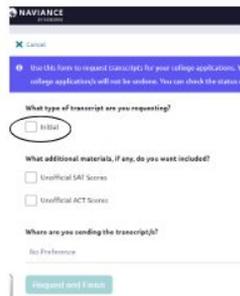


This option will **NOT** be available if you have not turned in your "Authorization to Release Records" form! (Step ONE!)

**Step Eight:** Select "Initial" transcript.

Indicate if you would like us to include your test scores. FYI - Many schools require you send individual test scores directly from the testing agency. This may be done through the ACT or College Board sites for a fee. If you would like us to send your test scores, you must check to include them. If checked, **ALL** scores will be sent (SAT and ACT) if either box has been marked.

Choose the individual college(s) you would like to request. When you are ready to order transcripts, click the "**Request and Finish**" button at the bottom of the screen.



\*Note that the transcript status should change to "requested" and office materials are "pending". As soon as it has been processed a date will appear. **If you are requesting your transcript to be sent for a Common App school, it will not be processed until the School Report has been prepared by a Counselor.** See instruction [here](#). Requests remain pending until all forms and recommendations are available for submission with the transcript!



# Requesting Teacher Recommendation Letters

Colleges request that students waive their rights to view forms and recommendation letters prepared on their behalf. This means **you may NOT access your recommendation letters!** Do not ask teachers for copies of your recommendation letters. They must be uploaded directly to Naviance for submission with your transcript bundle or mailed/emailed/uploaded directly by the teacher (or Mrs. Prange) to the recipient (including all colleges and scholarship organizations).

**Note:** Mrs. Prange reviews all recommendation letters uploaded on your behalf and will ensure that each recommendation positively supports your application before submitting.

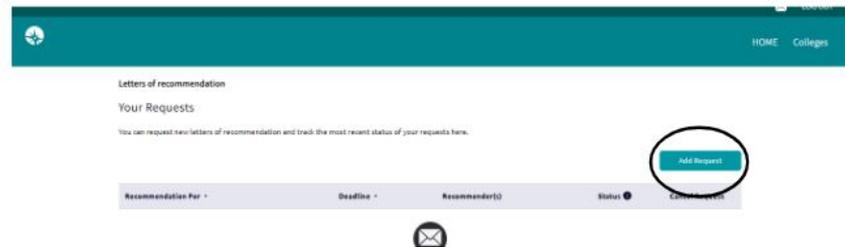
\*\*Teachers will write only ONE letter of recommendation for you, which may be used for all college and scholarship applications. You should provide them with the earliest deadline and discuss their timeline for submission. Most recommendations are delivered electronically, so teachers have until the deadline of the college to submit. This can be nerve-wracking for some families, but just continue to communicate with your letter writers to make sure they are on track for submission.

**Step One:** Discuss the recommendation request in person, and provide the letter writer with a resume or activity list, if requested. Some teachers will also ask you to fill out a survey or Google form before they will write for you. Follow their instructions and timeline to ensure your letter is prepared by your first deadline. You should not proceed to Step Two until they've agreed to write!

**Step Two:** Enter the request in Naviance. Click on Colleges → Letters of Recommendation.



**Step Three:** Click on **Add Request**.



**Question 1:** Select the teacher who you have asked to write for you. *\*NOTE: if the teacher does not appear in the list, they have not registered to complete electronic recommendations and will need to touch base with Mrs. Prange.*

**Question 2:** Select **"General request"** to ensure that your letter is available to submit to any current or future colleges you add to your application list.

**Note:** if you have more letters than allowed at a particular institution, Mrs. Prange will review all available letters and decide which letter or combination of letters will best complete your application at each institution.

**Question 3:** Enter a brief note, reminding them of important **deadlines** and **thanking them** for agreeing to write for you. After entering your requests, select "Submit Request."

You can return to the "Letters of Recommendation" section to **monitor the progress** of the request. It will start as "Requested" and then once they have uploaded, the status will shift to "In Progress." This means it is ready for Mrs. Prange to submit to the college/Common App. Once sent, the status will change to "Submitted."

The recommendation letters will not be submitted until **ALL** pending documents have been prepared. (Ex: if you have requested 2 letters and only 1 is ready, nothing will be submitted until both letters are uploaded).

# Requesting a Common App School Report &/or Counselor Recommendation Letter

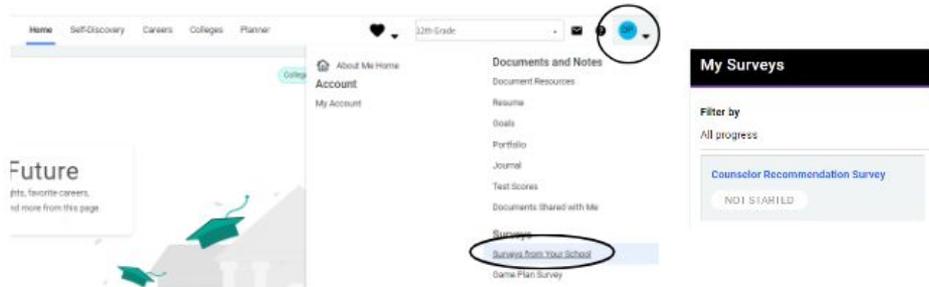
## Common App - Secondary School Report

If you are applying using the [Common Application](#), a counselor must complete a [Secondary School Report](#). Your transcript cannot be submitted to Common App without this report. This report can only be requested in person, not via Naviance!

## Common App - Counselor Recommendation

Some colleges also request a [Counselor Recommendation form](#). It is your responsibility to communicate with one of the 5 PCH counselors (Dr. Flagg, Ms. Lange, Mr. Hussmann, Mrs. Greenwood or Mrs. Prange) to complete this on your behalf.

\*\*If you would like for the counselor to also include a full letter of recommendation (optional), you must give them 2-3 weeks' notice and complete the [Counselor Recommendation Survey](#) in Naviance (Surveys from Your School – Counselor Recommendation Survey).

A screenshot of the Naviance student dashboard. The top navigation bar includes 'Home', 'Self-Discovery', 'Careers', 'Colleges', and 'Planner'. A user profile section shows '12th Grade' and a profile picture. A central menu lists 'About Me Home', 'Account', and 'My Account'. To the right, a 'Documents and Notes' section lists 'Document Resources', 'Resume', 'Goals', 'Portfolio', 'Journal', 'Test Scores', and 'Documents I shared with Me'. Below this is a 'Surveys' section with a link for 'Surveys from Your School' circled in blue. On the far right, a 'My Surveys' panel shows a filter for 'All progress' and a button for 'Counselor Recommendation Survey' with a 'NOT STARTED' indicator.

Colleges request that students waive their rights to view forms and recommendation letters prepared on their behalf. This means **you may NOT access your recommendation letters!** Do not ask counselors for copies of your recommendation letters. They must be uploaded directly to Naviance for submission with your transcript bundle or mailed/emailed/uploaded directly by the counselor (or Mrs. Prange) to the recipient (including all colleges and scholarship organizations).

If you are applying **Early Decision** to a school, **a counselor must also sign the ED contract**. Please communicate this with the counselor as soon as possible so they have time to connect with a parent/guardian to verify they are aware of the commitments of applying Early Decision.

\*\*Counselors will write only ONE letter of recommendation for you, which may be used for all college and scholarship applications. You should provide them with the earliest deadline and discuss their

# Finding Scholarships

## Scholarship season is ALWAYS!

- Largest source of scholarship funds come from the colleges.
  - Meet their “priority” deadlines for full consideration
  - Check their portals once you apply for additional competitive scholarship opportunities
  - Most highly selective colleges only award need-based aid, so if you want/need **MERIT** aid, you might need to consider some less selective institutions
- Naviance
  - **Scholarship Search** (everything WE have been asked to advertise)
  - National Scholarship Search (database of 3.5 million scholarship)
- My Scholarship Central (database of LOCAL scholarships for STL metro students)
- Going Merry (national database)



Demo's Future

College Home

### Find Your fit

SuperMatch College Search

College Match

College Events

Scattergrams

Advanced College Search

College Lookup

## Plan

Quickly access information from

### Research Colleges

Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

Enrichment Programs

College Maps

### Apply to College

Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

### Scholarships & Money

College-Specific Scholarships

National Scholarship Search

Scholarship Search

Favorite Scholarships



A: The college has absolutely no preference. They provide options to make things simpler for you. I would not suggest

[Additional Information from Y](#)

Tasks from My School

# What Should You Do Now?

- Check **diploma requirements** - credits and assessments!
- Connect with **college reps** at fairs and PCH
- Submit **Authorization to Release Records**
- If using Common App:
  - match to Naviance
  - talk with **counselor** about **School Report** (rec form and/or ED contracts)
  - invite required **teacher** recommenders
  - make sure senior year **schedule** looks ready for submission
- Submit **applications**, **test scores** and request **transcripts**, as needed
- Search and apply for **scholarships**



# Importance of Email

- Check your email regularly!
  - I will always communicate to your Parkway email  
(Nana Prange <mailer@email.naviance.com>)
  - Colleges will communicate to the email address you list on your application
- Missing an email could mean missing an opportunity...



# Accessing Mrs. Prange

- Reach out with any questions you have along the way
  - Email – [nprange@parkwayschools.net](mailto:nprange@parkwayschools.net)
  - I will offer workshops and walk-ins during Ac Lab
  - Schedule an appointment Mon-Fri 7:15a-3:15p

