

Senior Year QUICK FACTS SHEET

SAT / ACT Testing

****YOU ARE RESPONSIBLE FOR SENDING SCORES TO EACH COLLEGE THAT REQUIRES THEM****

It is imperative that you understand college entrance exam expectations for each college you are applying to. Dates and registration deadlines for fall 2023 exams are listed. →

In order to register, you will need our NHS code: **221-510**



ACT Date	Registration Deadline
Oct. 28	Sept. 22
Dec. 9	Nov. 3

SAT Date	Registration Deadline
October 7	September 7 (Late = Sept 26)
November 4	October 5
December 2	November 2

Letters of Recommendation

Teachers require at least a three week notice
You must select two teachers!!

If you have not already done so, you need to firm up your teacher recommendations. Be sure to check back in with teachers you have already asked to ensure they are still willing. The next step is to add each teacher into your Naviance account:

- Click on the *Colleges* tab -> *Colleges Home*
- Click on *Letters of Recommendation* (left)
- Click on *Add Request*
- Find the teacher's name in the drop-down menu
- Write a short personal note to the teacher; be sure to thank them and include due dates!
- Click *Add Request*

You must repeat these steps for each teacher writing a recommendation.

Admissions Glossary

FAFSA: Free Application for Federal Student Aid. The form that families fill out to apply for federal grants, loans, and work-study funds for college students

CSS Profile: Another financial aid application that some schools require

Early Action: Non-binding. You can apply to a school early in your senior year. You receive an early application review and notification of admission

Early Decision: Binding. You will have to sign a contract with the school at the time you apply to acknowledge that if you're accepted, you are obligated to attend that school

Regular Decision: The normal process by which students apply by published deadlines, with promise of receiving an admissions decision no later than April 1

Rolling Admissions: The college will review your application once all required materials have been received

College Admissions Checklist

- ☐ Create a Common Application account

All students must be registered for the Common App by September 30th

- ☐ Obtain your Naviance account log-in information

All students must be registered for Naviance by September 30th

- ☐ Complete your Common Application

Be thorough and ensure everything is as complete as possible. Remember, spelling and punctuation count. This application will turn into the PDF that is submitted to all of your schools.

- ☐ Complete FERPA on Common Application

Under the “*My Colleges*” tab, click on the first college listed. Click “*Recommenders and FERPA*”. Follow the prompts and complete this section in entirety. **It is recommended that you waive your rights to view the information.**

- ☐ Match your Common App account with your Naviance account

This is completed under the “*Colleges I’m Applying to*” tab. Enter your Common App email address and your DOB in the box provided; click “Match”.

- ☐ Add your colleges to the “Colleges I’m Applying to” section on Naviance

Every college you plan on applying to should be listed in your Naviance account. You can add and delete colleges from this tab at any time. Be sure to keep your school counselor up to date with this list. **This should be updated on a weekly basis!**

- ☐ Schedule a one on one meeting with your counselor

In order for us to ensure your materials make their way to your colleges timely, we do need to meet with you one on one. Please have your most updated college list entered into the “Colleges I’m Applying To” section of Naviance, and ensure you have at least created your Common App account. Ideally, this meeting is at least three weeks before your first scheduled due date.

- ☐ Request teacher recommendations in Naviance

Be sure to discuss with teachers at least THREE WEEKS prior to the college’s deadline

This should NOT be something that is obtained last minute; ask and confirm with teachers NOW!

- ☐ Submit your SAT and/or ACT scores

You are responsible for submitting your scores through the ACT or CollegeBoard website(s).

This is NOT completed by your guidance counselor.

- ☐ Correct Naviance deadlines and request transcripts

Directions for this are on the next page. →

Naviance Information

1. Add **all** of your schools to the “Colleges I’m Applying to” list. It will most likely look similar to the list below...

College	Type	How are you applying?	Submissions ⓘ	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/> Framingham State University	RD	I'm not sure yet		N/A	Feb 15, 2018	no request	Pending	have you applied?	Unknown				
<input type="checkbox"/> U of Maine	RD	I'm not sure yet		N/A	-	no request	Pending	have you applied?	Unknown				
<input type="checkbox"/> U of New Hampshire at Durham	RD	Common App Only		N/A	Mar 01, 2018	no request	Pending	have you applied?	Unknown				

2. Click on the yellow pencil under the “Edit” column. Go through each school you are applying to and update how you are applying to each school. If Common App is an option, you must apply with the Common App.
3. Next, update whether you are applying Early Action, Early Decision, Regular Decision, etc. This will correct the due dates shown in your Naviance account.
4. Finish updating information and click “update Applications” at the bottom of the screen. Your Naviance account should reflect accurate due dates and each school should list the appropriate application method.
5. Lastly, you need to go back to the “Colleges I’m Applying to” section. Toward the top of the screen you will see a link to “Request Transcripts”. Click that link and add a transcript request for each college on your list.
6. When you are done with all of these things, your “Colleges I’m Applying to” list should look more like the following:

College	Type	How are you applying?	Submissions ⓘ	Expected Difficulty*	Deadline†	Transcript	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW
<input type="checkbox"/> Fitchburg State Uni	RD	Direct to institution		N/A	Apr 01, 2017	requested	Mid-year submitted	app submitted	Accepted				
<input type="checkbox"/> Framingham State University	RD	Common App		N/A	Feb 15, 2017	sent	Mid-year submitted	app submitted	Accepted				
<input type="checkbox"/> U of MA Dartmouth	RD	Common App		N/A	-	sent	Mid-year submitted	app submitted	Accepted				

Upcoming College Events

College Admissions from A to Z: Ace Your Application Process

ACT Webinar | September 13th @7:00pm

Head to the ACT website to register

Greater Essex County College and Career Fair

Newburyport High School Gym

September 27th @ 6:00pm-7:30pm

College Admissions Rep Visits

College and Career Center

List of colleges with dates/times in Naviance.

Head there for more information and to register.

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Counselor Assignments

Be sure to keep your School Counselor in the loop when it comes to your post-secondary planning process. We are here to help guide you in the right direction. It is imperative that you have a senior meeting to discuss your plans with your counselor. Counselor assignments are listed in the charts below:

A – Dunphy III	Ms. Fitzgerald
Edmonds – LeDuc	Mrs. Phelps
Lehan – Perrin	Ms. Potter
Perron – Z	Mrs. Bohler

Contact Your Counselor

Ms. Christine Fitzgerald

cfitzgerald@newburyport.k12.ma.us

Mrs. Sara Phelps

sphelps@newburyport.k12.ma.us

Ms. Melissa Potter

mpotter@newburyport.k12.ma.us

Mrs. Kathleen Bohler

kbohler@newburyport.k12.ma.us

College and Career Center

Our College and Career Counselor, Mr. Smith, is available to support you through the entire application process. His office is located in the DLL and he will play a crucial role in the college admissions and career planning process moving forward!

Mr. Aaron Ribaud-Smith

aribaudo-smith@newburyport.k12.ma.us

