

**Huntington High School
College Application Procedures
2014 – 2015**

The Huntington High School College Office submits all college application related materials electronically through the Naviance/Family Connection Program. This includes transcripts, teacher recommendations, teacher evaluation forms, counselor recommendations, secondary school reports and other relevant supplemental college application documents. **Therefore, all colleges to which you are applying must be listed on the Family Connection and the correct application type (ED, EA, REA, RD, Rolling) must be indicated.** The Naviance/Family Connection program works with all Common Application and many non-Common Application colleges.

Please follow the steps below to ensure timely and accurate processing of your applications:

Part 1

1. Log onto the Common Application; www.commonapp.org, and create an account.
2. Complete the *Education* section of the Common Application.
3. Click on the *College Search* tab, find the college you are applying to and then click Add. Each additional college you apply to via the Common App must be added this way.
4. Click on the *My Colleges* tab and then the *Recommenders and FERPA* link.
5. You must complete the privacy notice/FERPA (Family Educational Rights and Privacy Act) waiver. After the FERPA is complete your counselor and teachers will be able to process your transcript and recommendation letters through the Family Connection. **You will not invite your counselor or teachers to submit their recommendations via the Common Application. You will do so through the Family Connection.**
6. Complete the entire Common Application.

Part 2

7. Log onto the Huntington High School Family Connection program; www.connections.naviance.com/huntingtonhs
8. Select the *Colleges* tab and click *Colleges I'm Applying To*. Then, complete the Common Application Account Matching process. This step is done only once this year.
9. Your Common Application and Family Connection accounts are now linked and you will see the colleges you've added to the Common Application on your Family Connection account. Please be sure that you indicate whether or not you are using the Common Application to apply to your colleges as some colleges have an option to apply using the Common Application or the institutional application.
10. To add additional non-Common Application colleges, click "+Add to this List" to search and add. Please be sure to click "transcript request" so that your transcript and recommendation letters can be sent electronically. As a reminder, you will apply to all non-Common Application colleges via their own institutional websites.
11. Scroll down and request your teacher recommendations. Please refer to the Recommendation Letter Request Form for specific procedures.

In order to meet critical college application deadlines, students are required to complete the above mentioned steps and submit their Records Release Form directly to the College Office by the following dates:

Application Deadline

October 15, 2014
November 1, 2014
November 15, 2014
December 1, 2014
December 15, 2014
January 1, 2015
January 15, 2015
February 1, 2015
February 15, 2015
March 1, 2015

RRF to the College Office

September 22, 2014
October 10, 2014
October 23, 2014
November 3, 2014
November 19, 2014
December 1, 2014
December 11, 2014
January 9, 2015
January 26, 2015
February 2, 2015

*****All "Rolling" admission applications should be submitted as soon as possible*****