

# THE COMMON APPLICATION

---

You will need the following information as you fill out the “Education” section of the Common Application.

Huntington High School  
CEEB# 332490

Date of entry: September 2019 (if you started at HHS as a freshman)

Graduation date: June 2023

Graduating class size: 317

Class rank reporting: None

GPA scale reporting: 100

Cumulative GPA: see Naviance (About Me, My Account, scroll down) or student portal

GPA weighting: Weighted

Course scheduling system: Semester

**Huntington High School  
College Application Procedures  
2022-2023**


The Huntington High School College Office submits all college application related materials electronically through Naviance. 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 your Naviance account and the correct application type (ED, EA, REA, RD, Rolling) must be indicated.** Naviance works with the Common Application, the Coalition Application and many institutional applications.

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

**If applying via the Common Application:**

1. Log onto the Common Application; [www.commonapp.org](http://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 Naviance. **You will invite teachers to submit their recommendations via Naviance.**
6. Complete the entire Common Application.
7. Log onto the Huntington High School Naviance program
8. Select the *Colleges* tab and click *Colleges I'm Applying To*. Then, complete the Common Application Account Matching process. This step is completed once.
9. Your Common Application and Naviance accounts are now linked and you will see the colleges you've added to the Common Application on your Naviance account.

**If applying via the Coalition Application or Institutional Applications:**

1. To add Coalition Application colleges and institutional applications, click  to search and add. As a reminder, you will apply to these colleges via the Coalition Application or the individual college websites for institutional applications.
2. You must click the Edit option for each college to which you are applying in order to update the application type, deadline, division, etc.

**Recommendation letters:** You will request your teacher recommendation letters for all colleges via Naviance. Please refer to the Recommendation Letter Request Form for specific procedures. You do not need to request a letter from Mrs. Walsh. A guidance recommendation will be submitted automatically, if required.

**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, 2022  
November 1, 2022  
November 15, 2022  
December 1, 2022  
December 15, 2022  
January 1, 2023  
January 15, 2023  
February 1, 2023

**RRF to the College Office**  
September 20, 2022  
October 11, 2022  
October 21, 2022  
November 3, 2022  
November 21, 2022  
December 5, 2022  
December 16, 2022  
January 10, 2023

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

**Huntington High School  
Records Release Form  
CEEB Code 332490**

Students must submit one Records Release Form per college to the College Office (electronically or in person). Please allow 15 school days for processing. See the back of this form for specific application procedures and deadlines. As a reminder, the Transcript Approval Form must be submitted via the College Office Google Classroom in order to release your transcript.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

College/University Name & Campus (if applicable): \_\_\_\_\_ City/State: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Early Decision (ED) or ED II    Early Action (EA)    Restrictive Early Action (REA)    Regular Decision (RD)    Rolling Admission

Deadline \_\_\_\_\_   Deadline \_\_\_\_\_   Deadline \_\_\_\_\_   Deadline \_\_\_\_\_

**Student Checklist**

**Application Type (Please check how you applied)**

Common Application    Coalition Application    SUNY Application    CUNY Application    Institutional Application

You must indicate how you've applied on your Naviance account. Please refer to the **Colleges I'm Applying To** page to update your account.

I have indicated my application type on Naviance:  Yes    No

I have completed the Common Application FERPA waiver (if applicable):  Yes    No

ED Agreement must be completed if applying Early Decision  Yes    No

I am eligible for a Fee Waiver and have indicated so on my college applications  Yes    No

**Standardized Tests (SAT/ACT):** It is the student's responsibility to request his/her official scores directly from the testing agency for submittal to colleges/universities and the NCAA. It takes an average of 4-6 weeks for testing agencies to forward scores.

**Teacher Letters of Recommendation:** Please see the Recommendation Letter Request Form for specific procedures.

*By signing below, I authorize Huntington High School to release my academic records. All letters of recommendation are confidential and not for review by students or parents. Should any course of study for 12<sup>th</sup> grade change, for any reason, it is my responsibility to notify each college admissions office. The College Office will forward quarter/midyear report cards as requested by the student and/or college. For student requests, a Quarter/Mid Year Report Release Form must be completed in order to have grades released. Final transcripts will be sent to the college of your choice following commencement.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Completed:  Transcript    Profile    LOR    SSR    ED Agreement    FW CA/NACAC/SUNY  
CUNY

College Office Notes: \_\_\_\_\_

## Recommendation Letter Request Procedures

- Recommendation requests must be made at least 15 school days prior to the college application deadline.
- Teachers receive an email request from your Naviance account and then will upload and submit your recommendation letter.
  - From the Colleges tab in Naviance, click "Colleges I'm Applying To". All of the colleges to which you'll apply must be listed. Then, click on the Letters of Recommendation link.
  - On the recommendation request page, students will click on the blue Add Request button to submit their requests, one teacher at a time.
    - Step 1: Select a teacher from the drop-down list.
    - Step 2:
      - Select General Request if you would like your recommendation letter sent to all colleges on your list.
      - Select Specific Request if you would like your recommendation letter sent to only specific colleges.
    - Step 3: Add a personal note to the teacher, highlighting any important aspects of your applications (such as first choice schools, early decision applications, intended major or degree of study), that you may want the teacher to consider when writing a letter of recommendation.
  - Click the Save button at the bottom of the screen which returns you to the recommendation status page.
  - From here, you will see the status for all Teacher Recommendations requests.
  - You do not need to request a recommendation letter from Mrs. Walsh. If one is required, Mrs. Walsh will submit it automatically.
- Some colleges may not participate in electronic recommendation requests. As such, you will see a postage stamp symbol on the submissions column of the "Colleges I'm Applying To" page. Thus, it is the student's responsibility to provide teachers with a stamped, addressed envelope for each of these colleges.
- Students are responsible to follow up with their teachers regarding all recommendation letter requests and/or changes.
- If requested, the Student Brag Sheet can provide additional information for teachers.



Huntington High School

Recommendation Letter Request Form



Student's Name \_\_\_\_\_

Teacher's Name/Subject \_\_\_\_\_

Today's Date \_\_\_\_\_

I am requesting that the above named teacher write a **confidential** recommendation letter for me. I waive my right to view this letter. I will follow the procedures outlined on the reverse side of this form.

I am applying to the following colleges and have listed their deadlines in calendar order:

College	Deadline	Application Type
		(Common App, Coalition App, Institutional App)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

(OVER)



Several drop-in workshops will be held in the library. Be sure to stop by during a free period to work on college applications, matching Naviance and the Common App, request recommendation letters, etc.

<u>Date</u>	<u>Periods</u>
9/19	1 and 2
9/20	3 and 4
9/21	5 and 6
9/22	7, 8, 9