

KINGS High School

Class of 2024 | College Application Guide



Important to Know!!

ACT/SAT Test Scores

Some schools and programs remain Test-Optional for the Class of 2024, however, **there are still a large number of schools that require the ACT or SAT.** It will be very important to know how the specific colleges and universities you're applying to are handling the ACT/SAT. This is a family decision and should be considered on a school by school basis. Generally speaking, if you have a score that you feel enhances your application; we advise you to send it.

- Parents and students are responsible to check each school, the program and the Merit & Scholarship requirements to understand if an ACT/SAT score is required or not. If a score was required, (for example to apply for an engineering program) and you didn't submit your score; it can hold up your application.

On the Common App, under the school specific questions, you will select whether or not you want your scores considered with your application. This is elected for each school separately. **Once you've submitted your Common App; this can NOT be changed.**

COVID-19 Impact: Short Essay Opportunity but not Required

A question has been added to the Common App (under "Writing/Additional Information") that allows the opportunity to share the impact of COVID-19 on you personally if you feel it's impacted your application in a significant way. This space is intended to share significant COVID events that might have impacted you and your application such as family loss, housing disruptions and new obligations. It's ok to leave this section blank.

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An Overview of the Application Process

1. **SEND ACT/SAT SCORES: Do this First!!** IF you're choosing to have your ACT/SAT scores included in your application, please send them to the schools right away. (see page 8). If you're still taking the ACT or SAT in the fall of your senior year, do not wait to receive those scores before submitting your college application. Submit the app.
2. **DECIDE WHICH APPLICATION YOU'LL USE:** You may apply via The Common Application or directly from the school's website. Go to these sites to start working.
= www.commonapp.org for common app schools (see page 3) OR
= Directly to the school website (see page 5)
3. **MATCH YOUR COMMON APP ACCOUNT TO NAVIANCE.** The Colleges you're applying to must get dropped into Naviance. Follow Common App steps on page 3.
4. **REQUEST LETTERS OF RECOMMENDATION IN NAVIANCE.** Plan in Advance. Most teachers will need a month to write a letter of rec for you. Most schools do not require a letter of recommendation but permit at least one. Some schools permit 2 or more. Be careful to select each school and each teacher separately if you care which teachers go to which schools.

To select your teacher, Choose "Colleges I'm applying to" in Naviance then scroll to "Letters of Recommendation" at the bottom. DO NOT USE the blue buttons in the Common App that say "INVITE Recommenders".

5. **SUBMIT YOUR APPLICATION IN COMMON APP by the deadline AND PAY THE FEE.** See your school counselor if you feel you need a fee waiver.
6. **REQUEST YOUR TRANSCRIPT BE SENT** to the colleges you've applied to by sending an email to college@kingslocal.net. Please place your counselor's name in the subject line and tell them which schools you've completed the application for. Your counselor will send your transcript, counselor rec and other forms. **Please allow 10 days.**

Also – in Naviance: Tell us you've submitted your application.

Click on "Colleges I'm Applying to"

Click the blue "edit pencil" next to the college application that is completed. Choose "I've submitted" and answer the questions.

For November 1st Early Action schools; Your Application should be complete and your transcript request should be emailed to college@kingslocal.net by Friday, October 20 !!

Which Admission Decision Option Should I Choose?

Choose Carefully

Rolling Admissions | This is the practice of admitting or rejecting an applicant as soon as all admission materials have been submitted. The usual length of time for notification is roughly three weeks.

Regular Decision | You are applying by the normal date set by the college and will receive notification of admission based on how that college processes applications.

Early Action | Allows students to receive an admission decision earlier than most students. This usually is the date many schools require applications to be complete for scholarship and financial aid applications. Most students will apply Early Action.

Early Decision | **This is a binding contract!** Early decision is used primarily by selective schools, e.g., Miami Ohio. A student who decides that a particular college is her **ABSOLUTE FIRST CHOICE** applies early in the fall of their senior year. Under Early Decision, the applicant signs a statement agreeing to attend that university upon acceptance, regardless of financial aid offered. (*If accepted, the student must then withdraw applications from all other colleges*). The advantage of this system is that the candidate will receive notification by mid-December.

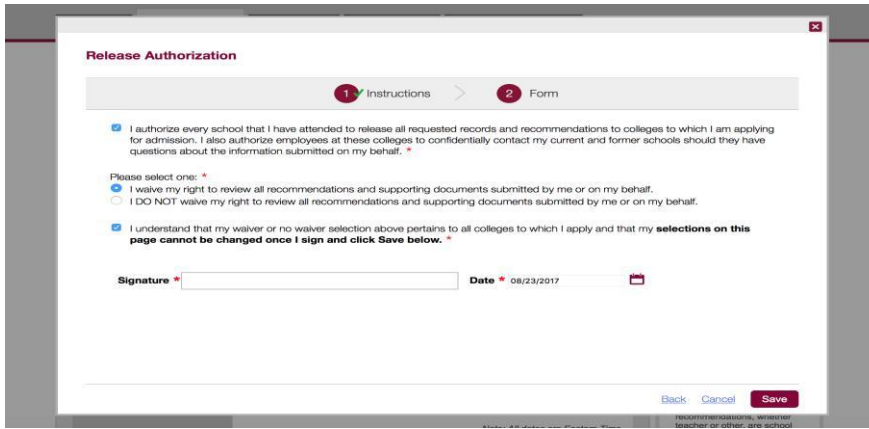
Notification Date | This is the date that colleges notify all applicants of acceptance or denial.

To Apply via Common App; Complete steps 1-8 all at once. Then work on steps 9-11.

1. Send your ACT/SAT Scores first to be sure they arrive at the school by the application deadline. (see page 8)
2. Create a Common App account at www.commonapp.org.
 - a. Click **CREATE ACCOUNT**; then “First Year Student”
 - b. **Create your account. It’s ok to use your KHS email.**
3. Follow the steps to register and click “Create Account”. **Write down the email you provided as a username and write down your password!! Keep it safe and do NOT create more than one account.**
4. Under the **COLLEGE SEARCH** tab - Add at least one college to proceed with initial set-up. This will add schools to the “**My Colleges**” tab.
5. Under the **COMMON APP** tab complete the first two sections of the **Education section** from the left margin. This must be completed before you can proceed with anything else. The sections named “Current/Most Recent HS” and “Other Secondary/High Schools” must be completed to proceed.
 - CCP course work is considered “Dual enrollment”
 - We have 365 seniors in the Class of 2024
 - We do not rank students – answer “none”
 - We report GPA on a 4.0 scale.
6. Under the **MY COLLEGES** tab double click on any school that you’ve added (it doesn’t matter right now which one) and select “**Recommenders and FERPA**” from the left hand margin.

The screenshot shows the Common App interface for a user named "Bowling Green State University". The top navigation bar includes "Dashboard", "My Colleges", "Common App", "College Search", and "Financial Aid Resources". The left sidebar shows the "Application" progress (0 of 3 Completed) with links for "Questions", "Recommendations and FERPA", and "Review and Submit - Common App". The main content area is titled "For All Colleges" and contains three sections: "FERPA Release Authorization" (with a "Release Authorization" button), "Invite Recommenders" (with an "Invite and Manage Recommenders" button), and "Advisor" (with an "Invite Advisor" button). A summary at the bottom shows "Required: 0", "Optional: 3", and "Total: 3". A right sidebar titled "Instructions and Help" contains links for "Recommender information does not change", "Adding and assigning recommenders for Naviance schools", "Don't forget to assign your teacher recommendation!", and "Other Evaluations". A note at the bottom states "Note: All dates are Eastern Time".

7. Click **“Release Authorization”** and follow the steps.

A screenshot of a web browser window displaying the "Release Authorization" form. The form has a progress bar at the top with two steps: "1 Instructions" (completed) and "2 Form" (current). The form contains several sections of text and checkboxes. The first section is a paragraph of authorization text. The second section is titled "Please select one:" and contains two radio button options. The third section is a paragraph of understanding text. At the bottom, there are fields for "Signature" and "Date" (pre-filled with 08/23/2017). At the very bottom right, there are three buttons: "Back", "Cancel", and "Save".

8. **NOW YOU MUST MATCH Your Account with Naviance.** Log into Naviance using Clever. Choose **“Colleges I’m Applying to”** and you will see a large pink bar at the top. Click on the pink **“Match Accounts”** button. Enter the email address you used to create your Common App account and click **“Match Accounts”**. It should now say **“Common App Account Matching – Complete”**

YOUR INITIAL SET-UP IS NOW DONE; YOU CAN TAKE YOUR TIME TO WORK ON YOUR COMMON APPLICATION AT THIS POINT

9. Request **Letters of Rec** in Naviance. See pg. 7. Do Not select **“Invite Recommenders”** in the Common App. We use Naviance instead.

10. **Return to the Common App to complete your application.** Your Naviance and Common App are now matched and any additions to colleges that you make in Common App will automatically appear in Naviance.

- a. Complete all sections under the **COMMON APP** tab like **“Profile”**, **“Family”**, **“Education”**, **“Testing”** and **“Writing”**. Under the **“Activities”** section choose your wording carefully using strong action words as if you would be making a statement in a resume.
- b. Complete all **“Questions”** specific to each college under **MY COLLEGES** tab

11. **Review & Submit the application for a specific college when ready. Email your Counselor at college@kingslocal.net and ask them to send your transcript. Please allow 10 days.** Also go to Naviance and tell us you’ve submitted your application. (See Page 1, step 6)

To Apply Directly to the College

1. **SEND YOUR ACT SCORES FIRST** to be sure they arrive at the school by the application deadline. (see page 8)
2. **ADD YOUR COLLEGE** under the “Colleges I’m Applying to” section in Naviance by logging in with Clever.
Click on “Colleges I’m Applying to”
Add schools using the pink “+” sign; Type the school name.
3. **REQUEST LETTERS OF RECOMMENDATION IN NAVIANCE.** Plan in Advance. Most teachers will need a month to write a letter of rec for you. Most schools do not require a letter of recommendation but permit at least one. Some schools permit 2 or more. Be careful to select each school and each teacher separately if you care which teachers go to which schools.

To select your teacher, Choose “Colleges I’m applying to” in Naviance then scroll to “Letters of Recommendation” at the bottom. DO NOT USE the blue buttons in the Common App that say “INVITE Recommenders”.

4. **COMPLETE THE APPLICATION** by going to the school’s website.
5. **SUBMIT THE APPLICATION** when complete and pay any fees.
6. **REQUEST YOUR TRANSCRIPT** by going to college@kingslocal.net. Put your counselor’s name in the subject line and tell them which applications you’ve submitted. Your counselor will send your transcript. Please allow 10 days.
7. **TELL US IN NAVIANCE** that you’ve submitted your application.
Click on “Colleges I’m Applying to”
Click the blue “edit pencil” next to the college application that is completed. Choose “I’ve submitted” and answer the questions.

**** If you applied directly to the college on their website, you MUST complete steps 5 and 6 above in order for your Counselor to know that you’ve submitted your application and are ready for official documents to be sent on your behalf. ****

Transcripts!!! --- what's all the HYPE about?

After I email college@kingslocal.net, why does it take my counselor so long to send my transcript?

We ask for at least 10 days to process all Transcript requests because there are actually several other documents counselors are required to fill out and send with your transcript.

“Why Do I keep getting an email that says my college needs my Initial or Final Transcript?”

Please read your email carefully. There are 3 possible scenarios.

Scenario 1. When you electronically submit your application, most colleges send an instant “reminder” email to have your transcript sent. If you emailed College@kingslocal.net then disregard their reminder. The Counseling Department will send your transcript. Please remember it can also take several weeks for the college to document their receipt of your transcript and apply it to your application.

Scenario 2. The email you receive might actually state that they want additional information. That means you need to send them additional test scores and/or your grades from the first semester of senior year. See your counselor.

Scenario 3. The email you received actually states that they need a **FINAL** transcript to officially enroll you. The FINAL transcript is mailed from the Counseling Dept. AFTER you graduate. The college has received your initial transcript but they’re warning you that they need the FINAL transcript to verify you graduated. This FINAL transcript is mailed in June and only to the college you’re actually attending. You can ignore this email for now.

Frequently Asked Questions

How Many Colleges Should I Apply to?

- The majority of students apply to 3-5 colleges; it's a decision for parents and students to make together.

When Do I Apply for College?

- Some colleges begin accepting applications in August/September.
- Many colleges have an **early decision deadline of Nov. 1 or Dec. 1.**
- Most colleges have a **regular decision deadline of February 1.**

It is the student's responsibility to know the deadlines of each school to which they apply. We ask that students complete applications by Oct. 20 for November 1 deadlines.

What Much Does it Cost to Apply?

- College application costs vary and can be \$50 or more. Waivers exist for those in financial need, please contact your counselor if this is a concern.

How Do I request Letters of Recommendation?

- Many schools don't require a letter of rec but most will accept at least 1.
 - Some schools will accept 2 letters of rec.
 - Share a brag sheet with teachers when you ask them to write a letter of rec.
 - Please allow teachers 1 month to write a letter of rec.
1. Ask your teacher face to face if they'll do a letter of rec for you. Give them your brag sheet.
 2. Log into Naviance and Choose "Colleges I'm Applying to"
 3. Scroll down beneath the list of your colleges and **click the thin blue line that says "letters of recommendation"**.
 4. On the recommendation request page, click on the blue **Add Request** button. Select a teacher name and then click the box next to the school you want the rec sent to. Be careful to not choose the "select all" button if you want different recs to go to different schools.
 5. Remember to thank your teacher.

How Do I Send my ACT/SAT Scores?

- When you registered for the ACT/SAT, you might have chosen for your scores to be sent to certain schools. If so, this step may be complete. You can confirm this by logging into your account at www.myact.org.

Otherwise, make a list of the colleges you are applying to and make a plan to send your scores. It's best to do this early, like September, to ensure that your scores arrive by the Early Action Deadlines.

- If need to send ACT scores – go to www.myact.org
- If need to send SAT scores – go to www.collegeboard.com

For Class of 2024 applications, you may elect in the common app whether or not your scores are considered in the application. That question is under the section that is specific to each College or University. See more discussion about sending scores on the first page of this packet.

How will I know How much my college will cost?

- After you've been accepted to some colleges and After you've filled out the FAFSA... each college will mail to your house or make available in your portal a “**Statement of Cost**”. This document details the merit scholarships, aid and loans that create your total cost picture.
- We recommend comparing these Statements of Cost so you can make the best decision for yourself. It's best to NOT decide on a college until you've confirmed the cost to you.
- Once you've decided on a school; it will be important to go into your portal by their deadlines and “accept” or “decline” the scholarships, loans and grants you've received.

What's the FAFSA & How Do I Apply for Scholarships?

FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa>

- The Free Application for Federal Student Aid (FAFSA) is a form completed by current and prospective college students in the United States to determine their eligibility for student financial aid. The FAFSA is different from the CSS Profile which is also required by some colleges. Keep an eye on email for CSS alerts.
- The FAFSA opens up **December 1, 2023** for the 24/25 school year and will use 2022 taxes. Both students and parents will need to create a FSA ID to represent their respective signatures. The actual FAFSA application should be created in the student's name, social security number and birth date. **We recommend completing the FAFSA by February 1, 2024 in order to receive a "Statement of Cost" from each University in a timely manner.**
- Even if a family doesn't expect to be eligible for government financial aid; colleges will require a completed FAFSA to be eligible for financial aid, merit scholarships and grants.

Scholarships **There are a number of ways to receive or find scholarships.**

- Students can search scholarships on the Internet. Many are sponsored by large companies and have deadlines between December 2023 and June 2024. Helpful Sites include:
 - Going Merry, Fastweb, Scholarships.com, Chegg and College Board
- Students can search for Local Scholarships in Naviance beginning in Jan. 2024
- Students can search "Scholarship Universe" on their own university website once they've selected a school.
- Students can talk with their colleges Financial Aid office to find out which scholarships and grants may be available.