

If applying directly at a college's web site:

- Complete all on-line information.
- Please bring a printed copy of any form that needs your counselor to add information to the Counseling office.
- If a letter of recommendation is needed from the counselor, please meet with your counselor and be prepared to give her a copy of your essay/short response questions, copies of other letters of recommendations (if you have them) and a copy of the recommendation form (identifying activities, recognitions etc.) Recommendation forms are available on-line and in the Counseling office.
- Request a transcript online through *Naviance*. To order transcripts, go to *Naviance*, click on "Colleges", click on "Transcripts", click on "Request Transcripts for my college application." Click on "Look Up." Click on the college name. Click on "Request Transcript" at the bottom of the page.