1. Go to http://connection.naviance.com/liverpool to log into your Naviance account.

2. Type your username & password. This will bring you to the home page of Family Connection.

3. Go to the COLLEGES Tab and click Colleges I'm Applying To. If all the colleges to which you are applying are listed, proceed to Step 4. If all of the colleges to which you are applying are not listed, follow the steps below:
   ➔ Click Add to the List
   ➔ Find the college to which you are applying, using the lookup link. You can search for colleges by typing in the name, clicking on an alpha character, selecting a state, or going through the list.
   ➔ Click on the college you selected and it will appear in the box.
   ➔ If you already applied to the college, click the box.
   ➔ When you are done adding your choices, click Add Colleges.

4. Look at your list and see how many colleges indicate Yes for Common App. If two or more colleges do, you may want to use the Common Application. Follow the steps below:
   ➔ Go to www.commonapp.org and set up your account.
   ➔ Write down your Common App username and password. Try to use the same username and password for all of your college needs.
   ➔ Go back into Naviance. Under Colleges I'm Applying To, scroll down to the Common Matching. Enter your Common App username and password, then confirm your password and click submit.

Any questions, see your counselor. We look forward to guiding you through the college application process.

Liverpool High School Counselors
General Information

Before starting your applications, read the instructions provided. Be sure that you give your applications your best effort and organize yourself to meet deadlines. For each application that you send, an official transcript must be submitted by Liverpool High School. For the most part, you will send your applications electronically. In many cases, your transcript will be sent electronically as well. Try to keep in mind that many applications are processed once through the Counseling Offices, so your cooperation is critical in making the process move smoothly for all.

Applications

SUNY Applications: Apply online at www.suny.edu, or through links on websites for individual SUNY schools. The application fee is $50.00 per campus choice. You can apply to more than one college on the same application form.

- Supplemental Application Forms are required by some of the SUNY 4-year colleges/universities. Check the SUNY website for a list of schools requiring supplemental forms.
- SUNY schools are now members of the Common Application. If you are applying to both private schools and SUNY schools, the Common Application may be the most efficient way to submit your applications.

OCC Applications are free. They are available on the OCC website, sunyocc.edu. Do not apply to OCC, using the SUNY application or you will be charged a fee. Some of the other community college applications are free as well. Check with each college.


Private or Public Colleges/Universities Other Than Common Application Members: Go to their websites for information on how to apply and directions on electronic or paper filing.

LHS Transcripts

An official high school transcript must be sent by your counselor to each college to which you apply. There is no charge for sending your LHS transcript. However, you must complete the Application Processing Form, sign the transcript release agreement on the form, and return it to your counselor. For students under 18, this form must be signed by a parent/guardian.

All requests for processing applications must be submitted to your counselor at least three weeks before deadlines, using Liverpool High School’s Application Processing Form. This form is available in the Counseling Offices. It is also available as a PDF document on the Counseling Department’s website.

Please Note => Email Requests for sending official transcripts are not accepted.

Reporting College Admission Test Scores to Colleges

SAT and/or ACT Scores should be reported to colleges directly from the testing services. Follow the instructions for official score reports that are found on the websites for the testing services or in the registration bulletins. Although college admission test scores are recorded on your transcript, many colleges require the official score report from the testing services.

Managing Applications Through Your Naviance Account

Naviance is a resource to help you organize your applications and put your best foot forward in the college admissions process. Now that your account is open, you are expected to cooperate with your counselor in working with the various components of the program. If you are having difficulty accessing your account, please see your counselor immediately.

When applying to colleges via the Common Application, you will need two letters of recommendation from teachers. These letters will be sent electronically along with the Teacher Evaluation Form, completed by each teacher who writes on your behalf.

Your counselor will submit the following information to colleges in order to complete your Common App file:

- The Secondary School Report, including a Counselor Statement Section
- The Mid-Year Grade Report
- An Official High School Transcript

These documents will be sent electronically by your counselor through Naviance.

Working with Your Counselor through the College Application Process

- Start by scheduling an appointment with your counselor to discuss your college/career plans and application needs.
- If a counselor’s recommendation is required with your application(s), you must first provide your counselor with your resume. Use the Naviance Resume Builder to draft your resume and customize from there. Be sure to include all extracurricular activities and noteworthy experiences/achievements for Grades 9-12. Also, submit any other information requested by your counselor to allow him/her to present a well-rounded picture of you to the Admissions Committee.
- Understand that the 3-week turnaround period for processing applications in the Counseling Offices ensures fair and efficient handling of applications for all seniors.

Tips for Teacher Recommendations

- If teacher recommendations are required for your application(s), select teachers who can provide the most complete picture of you as a student.
- Teachers are asked to write many recommendations. Be considerate. A simple written request should always follow any discussion. Include the names of the colleges to which you are applying and your intended major, if decided. Also, provide teachers with any specific recommendation forms that must be included in your application(s).
- Recommendations will be sent. But don’t assume that this will be done automatically. Please ask teachers to do so, and check that each letter is on file before you process your application(s).
- Provide teachers with your counselor’s name and the date that recommendations need to be uploaded in Naviance for inclusion in your application packet. Remember, it is your responsibility to check with teachers to confirm that recommendations are completed.

Application Guidelines for Student-Athletes

If you wish to participate in Division I or Division II athletics while enrolled as a first-year student in college, you must be certified by the NCAA Initial Eligibility Clearinghouse. The NCAA publication, Guide for the College-Bound Athlete, includes the Clearinghouse application. It is available online at www.eligibilitycenter.org. The NCAA Transcript Authorization Form must be downloaded, signed, and submitted to the Records Office at LTS (Room 817) for mailing. Your NCAA registration number should be on your form as well. Also, an official SAT or ACT Score Report must be sent to the NCAA Clearinghouse. Include the NCAA Code in your test registration: 9999.

January 1 Application Deadlines:

Submit Application Processing Forms to your counselor by December 1.