

**WHAT YOU NEED
TO KNOW
TO COMPLETE
YOUR
COLLEGE
APPLICATIONS**

**THE GUIDANCE AND COUNSELING DEPARTMENT
VALLEY STREAM CENTRAL HIGH SCHOOL DISTRICT
VALLEY STREAM, NEW YORK
www.vschs.org**

VALLEY STREAM CENTRAL HIGH SCHOOL DISTRICT
One Kent Road, Valley Stream, New York 11580
www.vschsd.org

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Introduction

The Valley Stream Central High School District is going electronic this year!! As a result, we need you to follow these instructions carefully so that ALL of the colleges you are applying to receive our transcript and secondary school report on a timely basis.

Completing your application, step by step:

1. Register with the Common Application – **See Instructions #1**
2. Finalize your college list and input this into Naviance – **See Instructions #2** and sign the FERPA (Privacy Notice) agreement
3. Request Letters of Recommendation through Naviance – **See Instructions #3**
4. Update or create your high school resume so that you have all this information, including correct dates ready to input or upload
5. Review/write essays with your English teacher
6. Have your SAT or ACT scores sent directly to each college you apply to (www.collegeboard.com for SATs and www.act.org for ACTs)
7. Make sure you create an email, user name and password that is appropriate. We suggest you use this for all of your applications
8. Complete your online application(s) – **See Instructions #4**
9. For CUNY Online – **See Instructions #5**
10. **Before** hitting send on the electronic applications, print to have your counselor review ALL parts of the application
11. Complete the College Application Transcript Request form listing EVERY college you are applying to and submit it to your Guidance Department – **See Instructions #6**
12. For your school information, see pages 6 and 7
13. After your counselor's approval, submit your applications



Instructions #1 – COMMON APPLICATION

1. Go to www.commonapp.org . (The Common Application is accepted by over 400 colleges and universities – NOT CUNY)
2. Create a user name and password. Remember, the email name must be appropriate and you need to keep a record of the one you created for future access and to provide to both Naviance and your counselor
3. If a college utilizes the Common Application – USE it. You should apply to the SUNY schools that take the Common Application as well.
4. Make sure you complete all supplemental forms
5. Have your counselor review all forms before you hit 'submit'
6. You will need to have a credit card number to pay for the applications

Instructions #2 - NAVIANCE

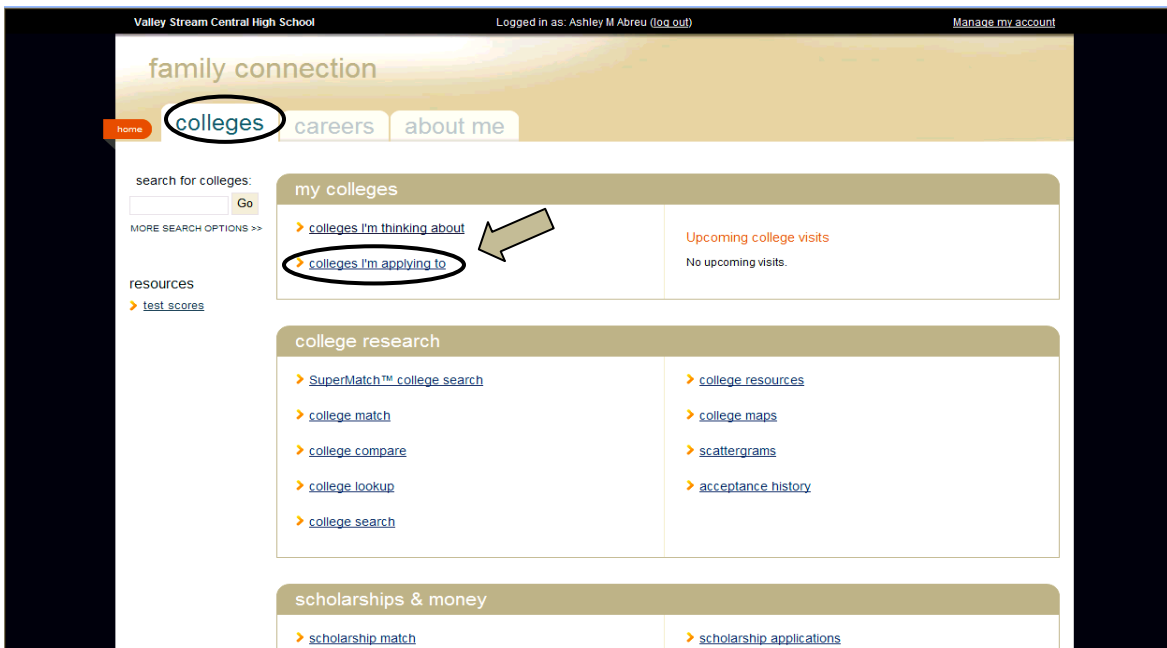
1. Make sure you have the Naviance- Family Connection user name and password that you created last year – if you don't, see your counselor.
2. Sign into Family Connection and go to the College Tab
3. If you haven't done so, click on *Colleges I am Thinking About* and create your list of colleges

The screenshot shows the Naviance Family Connection website interface. At the top, it says "Valley Stream Central High School" and "Logged in as: Ashley M Abreu (log out)". The main navigation bar includes "home", "colleges", "careers", and "about me". The "colleges" tab is highlighted with a white arrow and a blue circle. Below the navigation bar, there is a search bar for colleges and a "Go" button. The main content area is divided into three sections: "my colleges", "college research", and "scholarships & money". In the "my colleges" section, there are two links: "colleges I'm thinking about" (highlighted with a white arrow) and "colleges I'm applying to". To the right of these links, it says "Upcoming college visits" and "No upcoming visits." The "college research" section contains several links: "SuperMatch™ college search", "college resources", "college match", "college maps", "college compare", "scattergrams", "college lookup", and "acceptance history". The "scholarships & money" section contains two links: "scholarship match" and "scholarship applications".

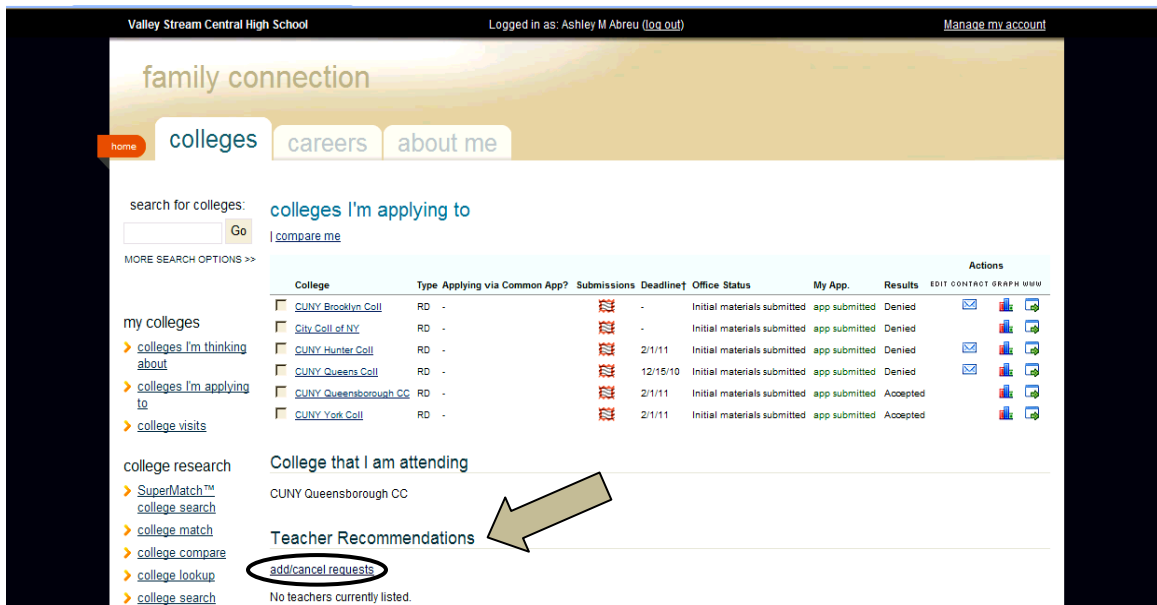
- You will be asked to sign a 'FERPA (Privacy Notice)' form which is where you will list the user name and password that you created in the Common Application. This will enable the college to match your application with our transcript and secondary school forms
- Complete the College Application Transcript Request form listing all colleges you are applying to

Instructions #3 – REQUESTING LETTERS OF RECOMMENDATION

- Go to Family Connection
- Sign in
- Once on welcome screen, click on Colleges – then College I'm applying to



- Click under Teacher Recommendation. Click on Add/Cancel Requests

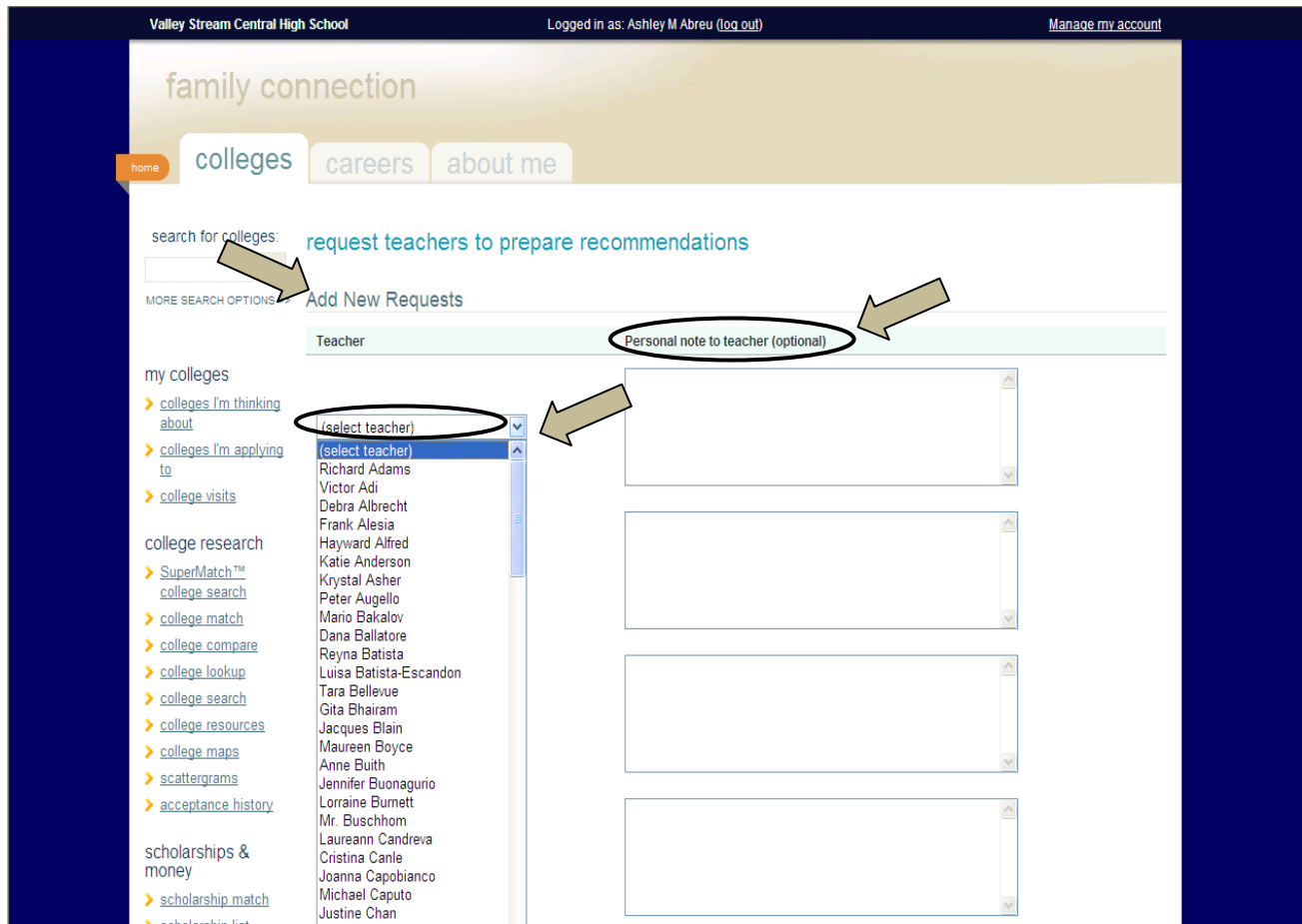


5. Where it says **Add New Requests**, click on the drop down menu of the first **Select Teacher** Box. Highlight the appropriate selection (these are arranged by the teacher's last name).

6. **Personal Note** (MANDATED)

Create your own personal note that must include the following:

- Click on the drop down menu to select the teacher you want to complete your letter of recommendation. Input a personal note in the box using this or a similar message:
 - Dear _____, Would you be able to write a letter of recommendation for me. I need it for _____(specify college or list of colleges or just in general). You were my teacher for _____(class/average you had in that class/the grade you had this teacher). I have participated in the following activities (list both in school and out of school activities, volunteer work or employment). I am thinking of majoring in _____(if you know). I need this by _____. Thank you.
- Do the same for each teacher you need a letter from
- Click on Update Requests



Follow the same format for up to four teachers. This process will generate an email to your teacher from your Naviance email account including the note. Follow up with your teacher in person.

Instructions #4 - APPLYING ONLINE

1. Applying on-line has become the most popular way to submit applications. The Valley Stream Central High School District is sending all necessary documents to college electronically including transcripts and secondary school reports. To be successful however, you must avoid certain pitfalls:
 - a. If you hit the submit button before your counselor reviews the application you will not have the opportunity to have your counselor help you check for accuracy, spelling and to read your essays – so ***Print Everything before hitting the SEND button.***
 - b. You are responsible for telling your school to submit all supplemental forms. These include the secondary school report and the mid-year report. This is accomplished by completing the College Application Transcript Request Form (see Instructions #6) listing all colleges, deadlines and the way you are submitting – e.g. via the Common Application, CUNY online, etc.
 - c. **If you do not complete and submit the College Application Transcript Request Form, the high school forms will NOT be sent, delaying the decision. Students have missed application deadlines and thus were rejected when this happened.** No application is complete until the submission of ALL forms to the college. Many, if not most, colleges will not review an application until the EVERYTHING is received. Please note: It takes approximately 2 to 6 weeks for documents to be processed by the college – therefore do not get nervous if the college states that your application is not complete until after a month!!!!
2. The student goes on-line to the Common Application website (www.commonapp.org), the CUNY online application website (www.CUNY.edu) for the on-line application or, if the college is not on the Common Application, to the web address of the college.
3. The student reads the instructions for each question and answers them appropriately. The student writes the essay in Word to utilize spell check, grammar check and word count. Once corrected and finished, the student uploads his/her essay. The student checks if there is a supplemental application and completes that as well.
4. The student completes the College Application Transcript Request form listing all colleges, deadlines and the application you are using – e.g. Common Application, CUNY online, etc.

The student saves the application and the supplemental application (if required) and prints out a copy for proofreading and for his/her counselor to review.

5. The student completes the Letters of Recommendation request in Naviance (See Instructions #3).
6. The student pays the appropriate fee either by credit card online or a check sent.

Instructions #5 - CUNY ONLINE

1. Go to www.cuny.edu – click on Admissions
2. Click on Undergraduate
3. After reading ‘Have you prepared for your application, click on ‘Apply Now’
4. Fill out an Admission Application
5. Register for their portal

SCHOOL INFORMATION FOR APPLICATIONS

CENTRAL HIGH SCHOOL: 135 Fletcher Avenue, Valley Stream, NY 11580
Guidance fax # - 516-561-4479 **CEEB Code:** 335710

Counselors:

Kathleen Hardy– 516-561-4427, Hardyk@vschsd.org

Tina Kosel – 516-561-4428, Koselt@vschsd.org

Ronald Rini – 516-561-4429, Rinir@vschsd.org

Amy La Personerie – 516-561-4426, Lapersoa@vschsd.org

Web Addresses: Naviance: <http://connection.naviance.com/vschs>

Common Application: www.commonapp.org

Valley Stream Central High School District website – www.vschsd.org

VS email addresses are the first seven letters of the teachers’ last name and their first initial followed by @vschsd.org

NORTH HIGH SCHOOL: 750 Herman Avenue, Franklin Square, NY 11010
Guidance fax # - 516-705-0033 **CEEB Code:** 331986

Counselors:

Joshua Brodsky – 516-564-5525, *Brodskyj@vschsd.org*
Jamie Carbone– 516-564-5529, *Carbonej@vschsd.org*
Nicole Maier – 516-564-5526, *Maiern@vschsd.org*

Web Addresses: Naviance: *http://connection.naviance.com/vsnhs*
Common Application: *www.commonapp.org*
Valley Stream Central High School District website – *www.vschsd.org*
VS email addresses are the first seven letters of the teachers' last name and their first initial followed by *@vschsd.org*

SOUTH HIGH SCHOOL: 150 Jedwood Place, Valley Stream, NY 11581
Guidance fax # - 516-791-0356 **CEEB Code:** 335712

Counselors:

Patricia Antonelli – 516-791-0342, *Antonelp@vschsd.org*
Philip Corsentino – 516-791-0325, *Corsentp@vschsd.org*
Michelle Lyons – 516-791-0327, *Lyonsm01@vschsd.org*

Web Addresses: Naviance: *http://connection.naviance.com/vsshhs*
Common Application: *www.commonapp.org*
Valley Stream Central High School District website – *www.vschsd.org*
VS email addresses are the first seven letters of the teachers' last name and their first initial followed by *@vschsd.org*

NOTES

Prepared by Jill Vogel and Joan Ford
Printed by the Instructional Services Center
Valley Stream Central High School District