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**PINKERTON**  
ACADEMY

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• 1814 •

**2023/2024 Senior Survival Guide: Applying to College**  
**Google Classroom: 5vganyh**

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## Senior Checklist:

- Participate in College Information sessions** for Seniors attend College rep visits at school
- Utilize **Naviance SuperMatch tool and CollegeBoard** to prepare a list of colleges
- Research **Application Requirements and Deadlines** for each school
- If need to take again, register for **SAT or ACT** at [www.collegeboard.org](http://www.collegeboard.org) and [www.actstudent.org](http://www.actstudent.org)
- Request College Board or ACT to send out your scores to colleges
- Ask teachers for **letter of recommendation(s)**, fill out teacher BRAG sheet (30 days in advance of college deadline)
- Ask school counselor for letter of recommendation (30 days in advance of college deadline)
- Complete college application via **Common App or application specific to college**
- Update **Naviance** [www.naviance.com](http://www.naviance.com) to add colleges, request transcripts and request letters
- Ensure Naviance is updated at all times to ensure materials are sent timely
- If a student athlete, know NCAA Eligibility Requirements and create an account on the NCAA Clearinghouse [www.ncaa.org](http://www.ncaa.org)

## Financial Checklist:

- Fill out FAFSA forms on [www.fafsa.ed.gov](http://www.fafsa.ed.gov) starting December 1st
- Fill out CSS profile if college requires it. [www.collegeboard.org/css-fin](http://www.collegeboard.org/css-fin)
- Research and apply for scholarships on Naviance and other sources. **In Naviance, click the "Colleges" tab and then "Scholarship List"**.
- Take a look at NH Charitable Foundation for potential scholarships [www.nhcf.org](http://www.nhcf.org)
- Contact **NHHEAF 1-800-525-2577** with any and all financial aid questions
- National deposit deadline is May 1. Good luck!

**We recommend students apply to 4-6 colleges using the 2-2-2 model (2-probable, 2-target, and 2-reach). If you have any doubt about what is considered a probable college versus a reach college, please refer to the various college search engines (College Board and Naviance) to help determine if you are a good academic fit for a particular institution.**

# How to Apply to College

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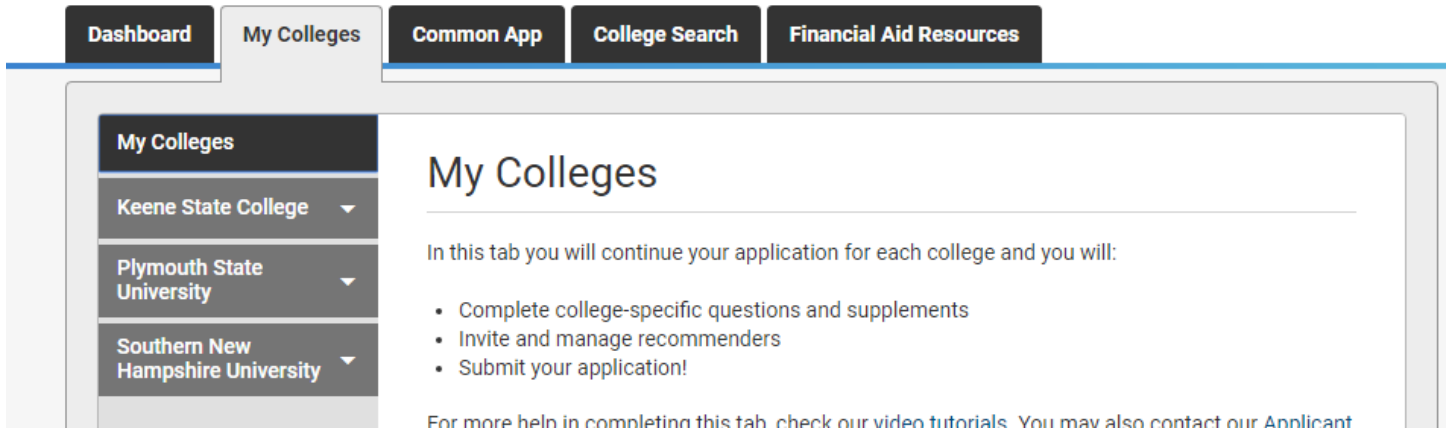
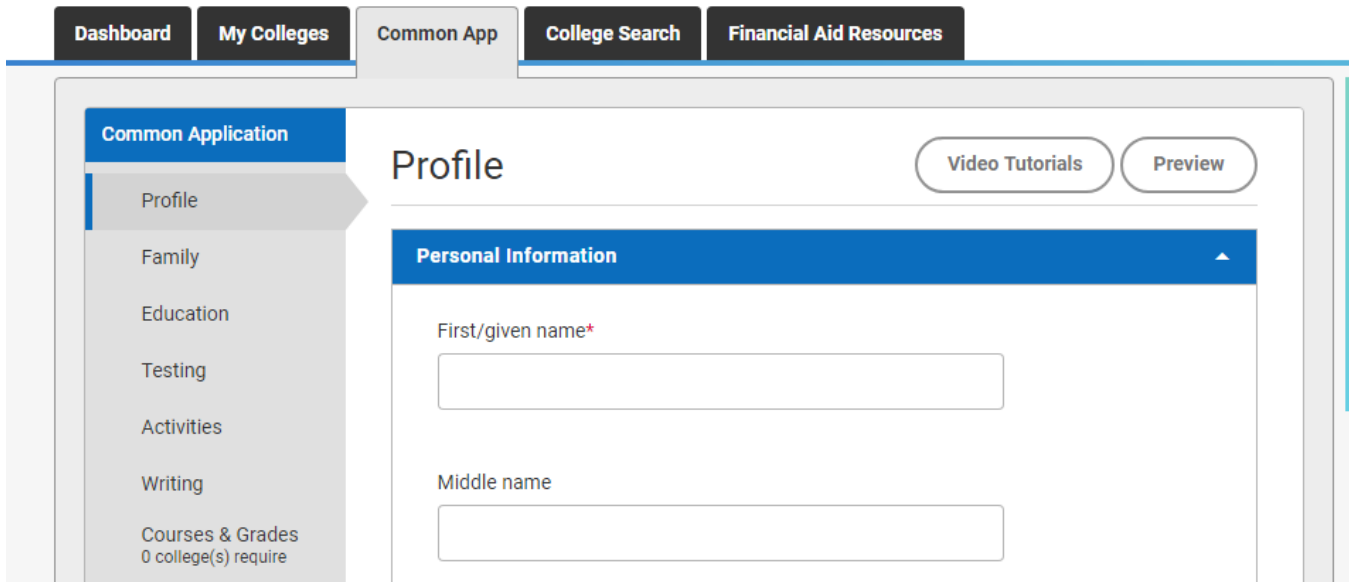
## DEADLINES

Early Decision	Early Action	Regular Decision	Rolling Admission
<ul style="list-style-type: none"><li>- Apply early, usually before December</li><li>-If accepted, student is obligated to attend</li><li><b>-BINDING CONTRACT</b></li><li>- Make sure to understand and to evaluate the ED rules for that particular college</li></ul>	<ul style="list-style-type: none"><li>-Apply early, usually before December</li><li>-Find out admissions decision early</li><li>-Students are not obligated to attend if they get in.</li></ul>	<ul style="list-style-type: none"><li>-Standard deadline</li></ul>	<ul style="list-style-type: none"><li>-Applications are reviewed on a first come, first served basis</li><li>-Applications are accepted until class has been filled (up until August)</li><li>-Certain colleges and majors may have priority deadlines</li></ul>

## THE APPLICATION

Each college will specify which application they prefer you to use. The most popular is CommonApp, an online application accepted by over 900 colleges and universities. Students complete one application and send it to multiple institutions. However, some colleges have their own unique application requiring students to create an online portal account on their proprietary website.

**The Common Application** <https://www.commonapp.org/> Create a personal account, add colleges and submit directly to each college.



## YOUR HIGH SCHOOL TRANSCRIPT

Your Pinkerton Academy transcript reflects all courses, grades received and credits earned in Grades 9-12. It reflects both a weighted and unweighted GPA and your class rank. The transcript also includes a High School Profile outlining the classes offered at Pinkerton Academy, the levels you can take and how we calculate your GPA. Colleges look at the rigor of the classes you have taken and grades earned to determine admission decisions. Colleges will recalculate your GPA based on their own determination of core classes.

### Naviance

Pinkerton Academy School Counselors send your transcript to the colleges you are applying to through the Naviance system, <https://student.naviance.com/pinkerton>. Each student has access to Naviance through a unique username and password. If you forget your password, email your school counselor.

### Demo's Future Planning



No Path Selected

Plan for life after high school and select the path that will lead to future success.

Select Path

### Welcome to Naviance

The Pinkerton Academy School Counseling department is happy to welcome you to Family Connection from Naviance, a Web-based service designed especially for students and parents. Family Connection is a comprehensive website that you can use to help in making decisions about courses, colleges and careers. Family Connection is linked with Counselor's Office, a service that we use in our office to track and analyze data about college and career plans. It provides up-to-date information that's specific to our programs here at Pinkerton Academy. The exciting part of Family Connection is that students can not only

Read More

Additional Information from Your School



### Career Essentials

Important Skills

Top Knowledge Sets

### Tasks from My School

Relax, you have no overdue or upcoming to-dos and tasks.

All colleges must be listed on Naviance with correct and updated deadlines for your School Counselor to send your transcripts. Go to Colleges, I'm Applying To - Click the "Add" button and follow the prompts.

### Colleges I'm Applying To

Search for Colleges

It looks like you are not currently able to apply to Common App schools. Match your Common App account to Naviance Student account to get started.

Match Accounts

Manage Transcripts Compare Me



+ = extended profile available

+ Request Transcripts

College	App Type <i>i</i>	Deadline	Transcripts	Office Materials	Submission Type <i>i</i>	Application
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**Step 1 - Add colleges to your list. Step 2 - click request transcript . Make sure App type and deadlines are correct - follow prompts**

Cancel

STEP 1 Add Application    STEP 2 Request Transcript

Which college are you applying to?

Colleges already in your application list would be unavailable for selection.

App Type  
Regular Decision

I'll submit my application

Are you planning to submit your SAT or ACT scores to be considered during the admission review process?

Choose an option

I've submitted my application

Add Application    **ADD AND REQUEST TRANSCRIPT**

Colleges will appear on your list for your School Counselor to view and submit transcripts by the stated deadline. If you are applying using the Common Application, **you will need to Match Naviance to Common Application.** Once this is complete your colleges will automatically update to Naviance Colleges “I am Applying to” so that your School Counselor can see when you submit your application. ***Please be advised that your School Counselor cannot send your transcripts until your Naviance account is matched to your Common Application Account and you waive your FERPA rights.*** Click Match Accounts and double check your deadlines and application type (Common App or direct to Institute), in order for materials to be sent correctly.

## HOW TO MATCH

In order to Match, two sections of the Common Application need to be completed:

1- Pinkerton Academy must be listed as your attending High School

Dashboard    My Colleges    Common App    **College Search**    Financial Aid Resources

**Common Application**

Profile  
Family  
**Education**  
Testing  
Activities  
Writing  
Courses & Grades  
0 college(s) require

**Education**    Video Tutorials    Preview

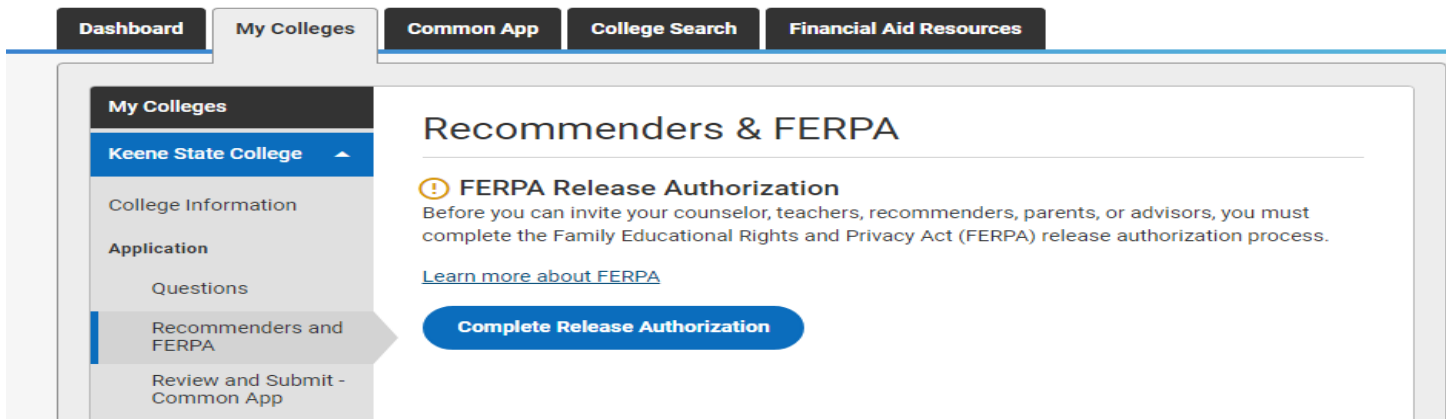
**Current or Most Recent Secondary/High School**

Current or most recent secondary/high school \*

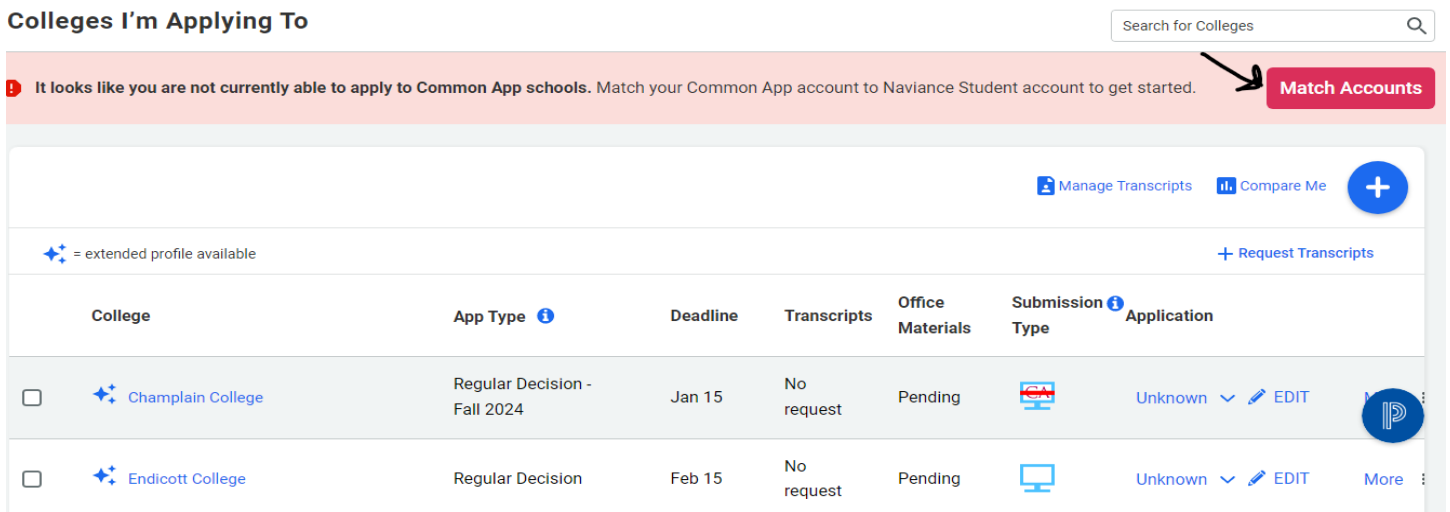
*Pinkerton Academy*  
5 Pinkerton St  
Derry, NH 03038-1515  
USA  
Independent  
CEEB Code : 300130

[Change](#)    [Remove](#)

2 - The FERPA Release Authorization needs to be signed. FERPA is federal legislation that protects the privacy of your school records. You need to sign the release authorization in order to permit your School Counselor to send your transcripts and letters of recommendations to the colleges you are applying to. Follow the prompts on Common Application to complete the authorization process. Read carefully, it will ask you several important questions.



3. Once this is done, log into Naviance, click Colleges I am applying to, click Match Accounts:



4. If you have not matched your accounts the top of your Naviance screen will be Pink

5. Click Match Accounts, it will bring you to Common App and check off I agree and Connect and follow the prompts

### Transcripts outside of Pinkerton:

If you have taken other classes outside of Pinkerton Academy, including but not limited to VLACs, Running Start, College courses, or Enrichment programs that you would like to be sent to your colleges, **please contact that institution directly and request transcripts be sent accordingly.** The Pinkerton Academy transcript will only reflect classes that you have taken for high school credit towards graduation.

## Letters of Recommendation

It's important that you research each college's letter of recommendation requirements. Some may want just one letter of recommendation from a teacher, others may want one from a teacher, one from your School Counselor, while others may be as specific as wanting a recommendation from your Math teacher. It's essential that you give them exactly what they want. It shows the college that you can follow instructions and are respecting their requirements.

**Who to ask?** We recommend that you ask a junior year teacher from a core academic subject (Math, Science, Social Studies, Foreign Language, or English). Target those teachers who know you best and can portray you in the best light. If you would like to ask a different teacher, check to ensure your college will accept more than one recommendation and then if yes, feel free to send another teacher's as a secondary letter. If you have a coach or a boss you would like to ask, that is ok too **but these should not take the place of your letter from a core academic teacher.** Outside

recommenders need to send their letters directly to the college Admissions Department not through the school counseling office.

**When to ask?** Writing a good letter takes time, so please give your teachers or counselor at least 30-day advance notice of your college deadline. This will ensure your letter is written prior to your deadlines.

**What is a Brag Sheet?** If you require a letter from your School Counselor, you **MUST** give him/her a brag sheet which can be found in the school counseling office or sent to you electronically. For your School Counselor, the brag sheet acts as your official request and goes into a queue, first come first serve basis. Your teacher may also ask that you provide a brag sheet or resume to them.

**How to request a letter of recommendation from your School Counselor?** Always check to make sure your college requires a counselor specific letter. If yes, fill out a Counselor Brag Sheet and return it. It will be time stamped and entered in a queue for completion. Again, **30 days prior to your deadlines must be followed**, otherwise it will be first come first serve. Please DO NOT request a counselor letter of recommendation through Common Application or through Naviance.

**How to request a letter of recommendation from your teacher?** Always ask a teacher personally to write you a letter, if the answer is yes, he/she may ask for a Teacher Brag Sheet or a resume. You must add your teacher to your Naviance account so that he/she is able to upload your letter and have it sent electronically through Naviance to your colleges. Login to Naviance and go to the Colleges Home Page. See Letters of Recommendation under the Apply to Colleges section.

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
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Your recommendation requests will show up here.

Add Request

Select your teacher from the drop down menu and follow the prompts. It is a good idea to add your deadline to the personal note with a “thank you”.



## Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

1. Who would you like to write this recommendation?\*

Bailey, Terry

2. Select the recommendation request type:\*

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	Keene State College 0 required / 1 allowed / 0 requested	Apr 01 2023
<input type="checkbox"/>	Tulane University of Louisiana 0 required / 3 allowed / 0 requested	Nov 15 2022
<input type="checkbox"/>	University of New Hampshire-Main Campus 0 required / 3 allowed / 0 requested	Feb 01 2023

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Once you submit the request, your teacher will receive an email and be able to upload your letter to Naviance so that it can be sent to your colleges. Note how many letters of recommendation you can send and select teachers accordingly.

## Standardized Test Scores

**You are responsible for sending your scores through the CollegeBoard and the ACT website.**

**You will be charged \$12 (SAT) and \$16 (ACT) to send your scores to each college.**

It's important that you research each college's requirements for test scores. This year, the majority of colleges are remaining test optional or test blind, however, some may still use scores for admissions to specific majors, and/or placement, etc.

**Test optional** does not mean the same as **test blind**. If you choose to send your scores, they will be received and used in the application review process having an impact on admissions decisions. If you choose to send your scores, please feel confident that they are an accurate reflection of your academic ability and will only strengthen your application. It is your responsibility to know if your college requires score reports for admissions and/or scholarship opportunities. If so, they will need to be sent directly from your College Board account. Pinkerton Academy School Counseling does not have access to your personal accounts and does not send test scores.

If you plan to take an additional test, you must select a test date and register for the exam on CollegeBoard. Pinkerton Academy is hosting the exam here in November 2023.

To send SAT scores, login to your College Board Account <https://www.collegeboard.org/> and follow the prompts to send score reports to colleges.

The screenshot shows the top navigation bar of the SAT Suite of Assessments website. The main heading is 'Sending Scores' in a large white font on a blue background. Below the heading, it says 'Find out how to send scores, when to use your free score reports, and what score sending options are available.' There are three circular icons with text below them: 'Send Score Reports to Colleges', 'Get Your SAT Scores', and 'Showcase Your Strengths with SAT Subject Tests'.

To send ACT scores to colleges, follow the instructions: [How to Send Scores](#).

The screenshot shows the ACT website's navigation menu. The 'Scores' dropdown menu is open, showing options like 'Scores', 'Understanding Your Scores', 'College Codes Lookup', 'How to Send Scores', 'Request a Copy of Your Questions and Answers', and 'How Schools Use Scores'. The background image shows hands holding a pencil, with the text 'The ACT Test: US S' and 'The leading US college admissions test that measures your skills to determine your academic readiness'.

## Other Supporting Application Materials

Colleges may ask for any other supporting application materials that are **your responsibility** to know and ascertain. These may include a portfolio, an audition, additional essays, and/or college specific forms to name a few. Please always check the college website for the required list. If you have any question or doubt, please email or directly make an appointment with your School Counselor.

**Congratulations** - you have completed the application process and now are waiting for the decision letters. The acceptance letter will arrive first, followed by the financial aid award letter. Once you have received both, you can make an informed decision of where to attend. **The School Counseling office must receive your acceptance letters and must be advised of your decision of where you will attend before graduation so that we can send your final transcript.**

### Student Services/504/IEP

If you have an IEP/504 in high school, you should consider speaking to the Student Services office at the college you have chosen to attend. This will help you better understand how the accommodations you have received at Pinkerton Academy may translate to college academics. Please refer to the college website for more information and contact details.

## Financial Aid

With the rising cost of attending college, it is important that families talk about how to pay for college. Pinkerton Academy partners with the Center of College Planning of the NHHEAF Network Organization several times a year to present financial aid information to families. The presentation can be found on our website and a copy provided by your school counselor upon request. We ask that all financial aid questions be directed to the Center of College Planning. They are staffed by financial and college admissions professionals dedicated to helping NH high school students. Please refer to their website at [www.nhheaf.org](http://www.nhheaf.org) or call at 1-888-7-Graduate ext. 119.

FAFSA is the federal application for financial aid and opening for families December 1st. [www.fafsa.gov](http://www.fafsa.gov) - the FAFSA must be completed for your college to consider you for need based financial aid. Some financial aid offices will also require an additional application called the CSS profile. For any questions, it is always best to call the college's financial aid office directly. They will be able to best assist you.

## Scholarships

The school counseling office maintains a list of local and national scholarships on **Naviance, under the College home tab, see Scholarships and Money**. Please note that in no way is this list exhaustive but those scholarships that have been sent to our office. Students should continuously check the list for updates and consider applying to scholarships for which they meet the criteria. Students should consult various outside resources, including <https://www.fastweb.com/>, <https://myscholly.com/> and the NH Charitable Foundation [www.nhcf.org](http://www.nhcf.org) to name a few.

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the Naviance logo and several tabs: Home, Self-Discovery, Careers, Colleges (which is highlighted), and Planner. On the right side of the navigation bar, there are icons for a heart, a notification bell with a red '5', a question mark, a 'DC' dropdown, 'EN', and a 'Log Out' button. Below the navigation bar, the main content area is divided into three columns. The first column is titled 'College Home' and includes links for 'Find Your fit', 'SuperMatch College Search', 'College Events', 'Scattergrams', 'Advanced College Search', and 'College Lookup'. The second column is titled 'Research Colleges' and includes links for 'Colleges I'm Thinking About', 'College Visits', 'College Compare', 'College Resources', 'Enrichment Programs', and 'College Maps'. The third column is titled 'Apply to College' and includes links for 'Colleges I'm Applying to', 'Manage Transcripts', 'Letters of Recommendation', and 'Test Scores'. To the right of these columns, there is a section titled 'Scholarships & Money' which is highlighted in yellow. This section includes links for 'College-Specific Scholarships', 'National Scholarship Search', 'Scholarship Search', and 'Favorite Scholarships'. At the bottom of the page, there is a message that says 'No Path Selected' and 'Plan for life after high school and select the path that will lead to future success'.

### How to request transcripts required for a scholarship application?

In order for Pinkerton Academy School Counselors to submit your supportive materials needed for scholarships, you will need to follow the process highlighted below:

1. Pick up a green **Scholarship Release Form** located in the lobby of the school counseling office:

**PAPER APPLICATION** - you will need to complete and turn in both the green Scholarship Release Form and your completed scholarship application to the school counseling department. We will then attach the requested document(s) and mail to the address given.

**ONLINE APPLICATION** - you will complete the green Scholarship Release Form and turn it into the school counseling department. We will then submit the requested documents based on your instruction either via email or regular mail.

# Student Athletes

If you are planning to play sports in college, you are responsible for understanding the requirements set forth by the NCAA. Please consult and register on the NCAA Eligibility Center, [www.eligibilitycenter.org](http://www.eligibilitycenter.org)

## Division I & II Eligibility: Core Course Requirements

<u>Division 1</u>	<u>Division 11</u>
<b>16 Core-Course Rule</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 4 years of English</li><li><input type="checkbox"/> 3 years of Mathematics (Algebra 1 or Higher)</li><li><input type="checkbox"/> 2 years of Natural/Physical Science (To include 1 year of lab science)</li><li><input type="checkbox"/> 1 year of additional English, Math or Natural/Physical Science</li><li><input type="checkbox"/> 2 years of Social Studies</li><li><input type="checkbox"/> Additional courses (from any area above, foreign language or comparative religion/philosophy)</li></ul> <p>D1-requires 2.3 GPA in core courses 77 GPA at Pinkerton Academy</p>	<b>16 Core-Course Rule</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 3 years of English</li><li><input type="checkbox"/> 2 years of Mathematics (Algebra 1 or Higher)</li><li><input type="checkbox"/> 2 years of Natural/Physical Science (To include 1 year of lab science)</li><li><input type="checkbox"/> 1 year of additional English, Math or Natural/Physical Science</li><li><input type="checkbox"/> 2 years of Social Studies</li><li><input type="checkbox"/> Additional courses (from any area above, foreign language or comparative religion/philosophy)</li></ul> <p>D2-requires 2.2 GPA in core courses 77 GPA at Pinkerton Academy</p>

### Grade 11 & 12

- Check Pinkerton course catalog for NCAA approved classes
- Register with NCAA Eligibility Center - Cost \$ 75
- GPA and classes you have taken at Pinkerton currently determine eligibility.
- Currently ACT/ SAT scores are not being used to determine eligibility. This is ever changing, therefore we recommend that you always consult the NCAA website for updates.
- **Once registered, alert your school counselor who will ensure your Pinkerton transcript is uploaded accordingly**

## FREQUENTLY ASKED QUESTIONS

As a reminder, please DO NOT use the Common App to identify what your colleges require for application materials. Always visit the college website for the most accurate and up to date information, including deadlines. Common App information can be incorrect.

### **What is the Common App?**

Common Application is ONE application that you can use to apply to MANY colleges and universities.

### **What is my Date of Entry?**

The month and year you started high school. (August 2020)

### **Where do I find my GPA, rank and class size to put into the Common App?**

GPA can be found on your end of the year report card OR you can email your school counselor and request any of this information.

### **What is the GPA Scale Reporting?**

At Pinkerton, your GPA is on a scale of 100

### **What is Self reporting?**

Self Reporting is when the student reports the grades and classes for each semester they have attended high school. Students can reach out to their school counselor for a copy of their transcript if needed.

### **Is rank weighted?**

Yes

### **What is Pinkerton's CEEB Code?**

300130

### **How do I report my class levels?**

Course Level Breakdowns on Common App:

- a. AP = Advanced
- b. Honors = Honors
- c. A Level = Accelerated
- d. B Level = College Prep
- e. C Level/Unlevel = Regular/Standard

### **How your student should reply to the Covid19 questions on Common Application:**

<https://www.collegeessayguy.com/blog/coronavirus-covid19-college-essay>