**Popular How To’s**

**Sign up for a College representative’s visit to FCS**

1. Sign into Family Connection.
2. Go to the Colleges tab. Click View All Upcoming Visits.
3. Click Sign Up to sign up.
4. Click the Sign Me Up button.

**Build a Resume**

1. Sign into Family Connection
2. Click Document Library on the right-hand column.
3. Select the Resumes folder and view the three documents available.
	1. Blank Boxed Resume is an editable document for students to fill in over the years.
	2. Sam Grisham Resume sample is from a real student in recent years.
	3. Sample from GT is a resume sample provided by Georgia Tech.
4. Input information over the years in your Blank Boxed Resume.
5. Save and send a copy to Mrs. Dean.

**Complete the Reach, Aim, Safety Sheet (Pink Form)**

1. Use the Pink Form distributed by Mrs. Dean.
2. Calculate your academic profile.
	1. GPA = your FCS cumulative GPA and your HOPE progress GPA
	2. Current results from Standardized testing (SAT, ACT, and Subject tests)
3. Go to the college’s admissions website.
4. Look for a page that indicates the typical admitted student profile (“admitted student profile” or “average admitted student”, etc). Do this for each college you’re interested in.
5. If your academic profile is below the college’s average profile listed online, you should place the school’s name under the Reach column, if your academic profile is inside the ranges, you should place the school under the Aim column; if your academic profile is above the listed averages, you should place the school under the Safety column.
6. Also indicate the teachers that you plan to request letters of recommendation from. (One teacher for each box – should be from Junior year, and generally from a rigorous class.)
7. **Form is due to Mrs. Dean by May 20.**

**Match Common App to Naviance (when applying to Common App Colleges)**

1. Sign onto Family Connection.
2. Go to the Colleges tab. Click Colleges I’m Applying To.
3. In the Blue window, type in the exact email address you use to log into your Common App Account.
4. Click Match.
5. If you receive an error message, contact Mrs. Dean.

**Complete Application Worksheet (Yellow Form) for each College**

1. For each college you are applying to, follow these directions…
2. Go to the college’s admissions website.
3. Look for a page that indicates the required materials for a complete application (“application checklist” or “steps to apply”, etc).
4. Use this information to fill out the Application Worksheet.
5. Look up the deadlines for admission and write down the App Plan (Early Action, Regular Decision, etc.) that you are choosing and the corresponding deadline.
6. The Application Worksheet is due to Mrs. Dean at least 2 weeks before the deadline you wrote down, or by November 1 for all deadlines occurring after November 15.
7. Neglecting to turn in this form by the required deadlines will result in a $30 fine.

**Transcript Request**

1. Turn in copy of College Application Worksheet (Yellow) to College Counseling Office for each school you are applying to.
2. Log into Naviance/Family Connection.
3. Select the Colleges tab.
4. Click the Transcripts link, listed in the Resources Section of the tab (left-hand column).
5. Select the type of transcript you are requesting.
	1. For Applications already in your colleges I’m applying to list, select the check mark box next to add request. Do not check to include unofficial scores – **FCS does not do this**!
	2. For any applications not already in your colleges I’m applying to list, follow step 6.
6. Click Request Transcripts and begin entering the transcript you are requesting.
	1. Be specific about application plan – Regular Decision, Early Action, Rolling, Priority (Scholarship Deadline), Restrictive Early Action, Early Decision I, Early Decision II
	2. Click the Click Lookup link to input college
	3. Do not indicate to include unofficial SAT or ACT scores – **FCS does not do this**!
7. Click Request Transcripts.

**Teacher Recommendation Request**

* + - 1. Ask. Remember to approach your teacher first and ask them if they would be willing to write a letter of recommendation for you. Consider asking teachers from separate departments, from core academic classes, from your junior or senior year, and preferably from a rigorous course.
1. Survey. Remember to complete a survey in Family Connection (Naviance) for the two teachers you’ve asked to write letters for you. You will need to answer these questions with about 2-3 sentences of information. Your teacher could be using this feedback in your letter, so try to be specific (and don't use the same answers in each survey... then your letters could end up looking the same!).
2. Formal Request:
	* + - 1. From the Colleges tab in Family Connection, click on the Letters of Recommendation link.
				2. On the recommendation request page, click on the blue Add Request button to submit requests, one teacher at a time.

Step 1: The student should select a teacher from the drop-down list. If the teacher is missing from the drop-down list, email Mrs. Dean.

Step 2: Check the box indicating “All current or future colleges” so that teachers are able to write letters for all your colleges.

Step 3: In your personal note (up to 3000 characters) to the teacher, indicate which survey you completed for that teacher.

1. Click the Save button at the bottom of the screen, which returns you to your recommendation status page. At the top of the screen, a green status bar shows the teacher's name and the number of request for the student.
2. From here, you will see the status for all Teacher Recommendations requests that have been made.