
The Rules of the Road To College



Essential information from your North Shore
HS Counselors

Class of 2026 Google Classroom

Not in it? Join it! We keep seniors up to date and on track through information provided here.



North Shore Counseling
Class of 2026

**NORTH SHORE
VIKINGS**

[Customize](#)

**CLASS OF
2026**

Class code dzl4j2r

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First Stop: Common App

- Your Common App account will become the link between the college and your high school information. www.commonapp.org
- Even if you don't plan to apply to a school via the Common App, you must have an account to electronically link your high school information to colleges.
- **Write down your username and password in multiple spots-you will need it often!**



Tip

Your Common App will ask for a lot of background information. Look it all over first, collect the information you need, and then fill it out.

How the first-year Common App works

A quickstart guide for students using
the first-year Common App



1 Add colleges

Get started by adding colleges to your list. You can find colleges to apply to under “college search” in your Common App account. College search also has information and links to help you research each college. More than 1,000 colleges use Common App!

Go to commonapp.org/explore to start exploring.

2 Stay organized

Each college has its own set of specific requirements and supplements. When it comes to tracking this information and staying organized, we’re here to help! Use the requirements grid and each college’s information page to find this information.

To start your college application checklist, check out our “My College Requirements” worksheet at commonapp.org/ready.

3 Complete and submit

Answering all the questions in My Common Application is a great way to start your applications. For each college you will:

- Answer college specific questions
- Invite and manage recommenders
- Complete other supplements (if applicable)

After all these sections are complete, you are ready to submit your application! Submission is simple: review, pay (if applicable), and submit.



How does my application get there?

When you submit we combine your responses from the Common App and college specific questions, as well as any supplements, into one form. Your counselor, teachers, and other recommenders complete their reports and evaluations separately.

As recommenders submit their forms, they will be sent to the college to be added to your application.

Second Stop: Add a College

- In your Common App, go to the College Search tab along the left side of the page.
- Type the name of your college into the search bar.
- In the Results List, click on the +Add button beside the college name. You will know that the school has been added to your My Colleges page by “remove” indicator.





Tip



Not using the Common App to apply? Add a college to it anyway to enable the link to Naviance. You don't have to submit it, and there is no harm to your application process.

 Dashboard

APPLY

 My Common Application My Colleges

EXPLORE

 College search Direct admissions Financial aid Settings Sign out

College search

[Application requirements](#)

College or City Name

ade

Separate multiple search terms with a comma, e.g.: Washington, Boston

[More filters](#)

27 results

Sort by: College Name ▾

**Adelphi University**

Garden City, NY - USA

[+ Add](#)**Air Force Academy**

USAF Academy, CO - USA

[+ Add](#)**AMD College of the Performing Arts**

Los Angeles, CA - USA

[+ Add](#)**AMD The American Musical and Dramatic Academy**

New York, NY - USA

[+ Add](#)**Art Academy of Cincinnati**

Cincinnati, OH - USA

[+ Add](#)

Third Stop: Complete Education Section

- In your Common App, go to the Common App tab along the left side of the page, then pick Education from the list on the left.
- Fill out the section.
- Most of you entered high school in September 2022. You will graduate June 2026.
- Class size: 180
- Rank: None
- GPA scale: 100
- Cumulative average: you choose whichever is higher
- Scheduling system: semester



My Common Application



^ Profile

✓ Personal Information

✓ Address

✓ Contact Details

✓ Demographics

✓ Language

✓ Geography and Nationality

○ Common App Fee Waiver

▼ Family

○ Education

✓ Current or Most Recent
Secondary/High School

✓ Other Secondary/High
Schools



Personal Information

Preview

✓ Complete

Legal first/given name*

Joanne

Would you like to share a different first name that people call you?

☐ Yes

☒ No

Clear answer

Middle name

Last/family/surname*

Fawcett

Suffix

- Choose an option -

Fourth Stop: FERPA Agreement

- In your Common App, go to the My Colleges tab (grad cap icon) along the left side of the page, then pick the first college from the list on the left.
- Click on the college and then click on Recommenders and FERPA.
- Complete the section, and in the pop up screen, **WAIVE** your rights to see your letters, and “sign” by typing your full name.



Tip

We recommend waiving your right to view your letter because school policy prevents you from seeing them until after graduation, and it shows colleges you trust your recommenders.



My Colleges



Overview



^ SUNY College at Geneseo

College information

APPLICATION

[General](#)

[SUNY Information](#)

[Academics](#)

[Contacts](#)

[Family](#)

[Residency](#)

[Recommenders and FERPA](#)

[Review and Submit - Common App](#)



Recommenders and FERPA

[In progress](#)

Recommenders are people who will submit forms to colleges on your behalf. This page shows which recommender types this college needs. Each college will have different requirements.

⚠ FERPA Release Authorization

Before you can invite your counselor, teachers, recommenders, parents, or advisors, you must complete the Family Educational Rights and Privacy Act (FERPA) release authorization process.

[Learn more about FERPA](#)

[Complete Release Authorization](#)

[Continue](#)

🔍 Help & support

Search FAQs

Search takes you to the student solution center

Can I submit my application before my recommenders submit their forms?

You are allowed to submit your application before your...

[Read full answer](#)

Why am I unable to assign an Other Recommender to a school?

You will only be able to assign an Other Recommender if a...

[Read full answer](#)

What do I do if I'm an international student and don't have a counselor?

If there is no counselor at your school, the recommendation...

[Read full answer](#)

Fifth Stop: Naviance Matching

- Sign into Naviance. Click on “Colleges I’m Applying To”, located on the right. Click on the “Match Accounts” button in the pink banner.
- A new tab will open in your browser to the Common App website
- Enter the username and password you used to create your Common App account
- Check off the “I agree” checkbox to authorize the connection, then click “Connect”
- You will then be redirected back to Naviance
- Click the plus sign in the red circle to add colleges not on Common App.



Tip

This step is ESSENTIAL!
We can't send out anything on your behalf until this is complete. Here's a link to a video tutorial:
<https://www.screencast.com/t/gxEQkElyo1>



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

Application Milestones

Compare Me

✦✦ = extended profile available

College that I'm Attending:

Sixth Stop: Request your Recs

- In Naviance, go to “Colleges”, and then to Letters of Recommendation below.
- If it doesn't show the name of your recommending teacher, click on Add Request, then Select a Teacher. Some colleges allow only one letter, so enter the request carefully. Ask for help if you need.
- Click your preferences for that teacher (all schools or individual schools).
- Include a thank you message and details if needed. Then, click Submit Request.
- Repeat for additional teachers.



Tip

Only request your North Shore teachers via Naviance, please! All outside recommenders should be invited through the Common App or another source. We **do not** send outside recommender letters.

Letters of recommendation

Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. 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?*

fusco, theresa teacher ▼

2. Select which colleges this request is for:*

- ☐ All current and future colleges I add to my *Colleges I'm Applying To* list ⓘ
*Select only if you have no preference for which teachers will meet the recommendation requirements for each college
- ☒ Choose **specific** colleges from your *Colleges I'm Applying To* list

<input type="checkbox"/> Select All	Colleges ^	Due ^
<input type="checkbox"/>	SUNY College at Geneseo 1 required / 4 allowed / 0 requested	Nov 15 2020

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

Thank you so much for agreeing to write my letter! Please contact me at student@gmail.com if you have any questions for me.

Seventh Stop: Finish Your Apps

- Go back to your Common App account and click on My Common Application (paper icon) on the left.
- Work your way down the left hand tabs starting with Profile, completing every section. Pay attention to the red asterisks--those are required answers.
- Next, go to My Colleges (grad cap icon), click on each college and work your way down the left hand tabs.
- When you get to Review and Submit, read the PDF to proof it, and follow through the submission instructions.

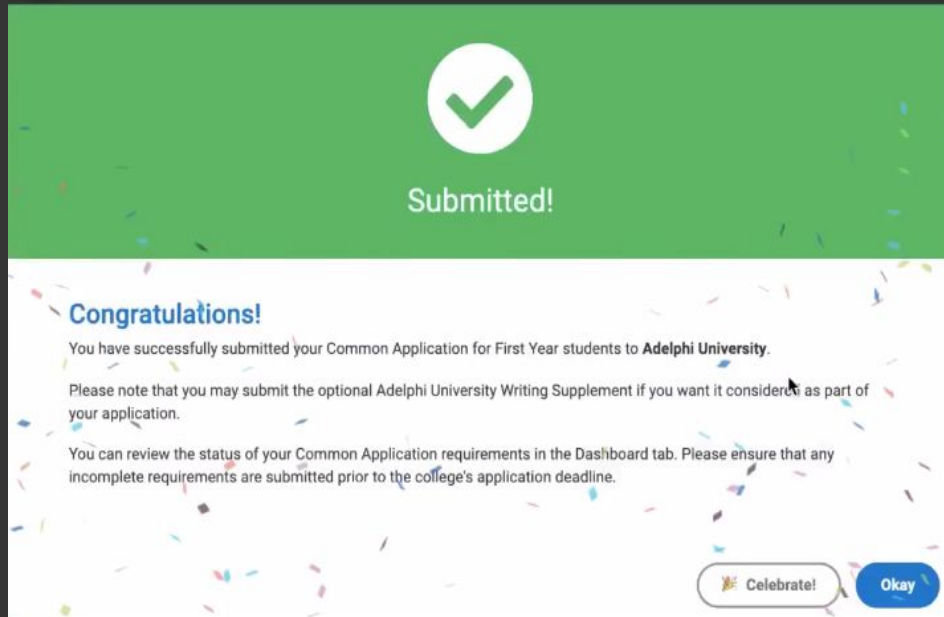


Tip

Have your essay and short answers checked by a teacher, counselor, family member, or writing center fellow. Feeling stuck? Come see us!

Congratulations! The confetti (which looks slightly different this year) means you've just applied to college! But keep going for each college you've chosen. They are individual submissions.

✕ Application Submission



Tip

**YOU'RE NOT TOTALLY
DONE YET, BUT
YOU'RE CLOSE!**

You'll request your supporting documents to finish this process off.

Eighth Stop: Application Processing Form

- North Shore's form is REQUIRED for all students. We cannot send your high school transcript, letters of recommendation, and other essential documents without it.

https://drive.google.com/file/d/1dosPJoTGCyl251Y4rzB2GKPq_z01oYoJ/view?usp=sharing

- If you haven't linked your Common App and Naviance, we cannot accept this form.
- Please read and follow all instructions on the form, and give it to your counselor at least two weeks before your deadlines.



Tip

You MUST meet with your counselor as you submit your form to us, either in person, by video, or by email.

Please write legibly on the form.

If you want us to **MEET** our deadlines,

NORTH SHORE HIGH SCHOOL COUNSELING CENTER
College Application Processing Form

Name: _____ Date Submitted: _____ Email: _____ Counselor: _____

NOTE: YOU MUST ENTER YOUR COLLEGES and/or LINK YOU COMMON APP TO NAVIANCE *BEFORE SUBMITTING THIS FORM*
**Please allow at least 2 weeks prior to your college deadline date to allow time for processing....*

Name of College/University (City and State)	Name of Specific Program/College	ED, EA, REA, Priority, Rolling, Regular	Application Deadline	Did you submit this app? Yes/No	Type of Application: Common App, SUNY, CUNY, School Specific, Coalition	Office Use: Date sent
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Letters of Recommendation: _____

Teacher #1: _____ Teacher #2: _____

**** Please Note: The Teacher #1 Recommendation will be sent to schools that only accept (1) teacher recommendation letter**

***** Please remember NSHS does not report official test scores.** You are responsible for sending SAT, ACT, AP and IB scores to colleges

STUDENT SIGNATURE _____ PARENT SIGNATURE _____

You have to **BEAT** your deadlines!

Ninth Stop: Send your Scores

- Find out if your colleges require test scores by checking the school's website for their admissions test policy. These scores are **not** on your North Shore transcript. You must request them.
- Log into your College Board and/or ACT account. For SAT, look under your SAT score, click View Details and follow the instructions under Score Sends. For ACT, click the Send Your Scores link and follow the instructions.
- Pay the fee to send the scores and keep a receipt of your submissions.



Tip

Your test score accounts are privately held by you, so your counselor will not have your login information. If you need assistance, utilize the help found on their sites.

Find Colleges and Scholarship Programs

☒ Search for Colleges and Scholarships ☐ Show My Previous Selections

Start by typing the college or the scholarship name. Avoid typing "college" or "university" - it will take you longer to locate specific college and programs.

Name: State:

[More Search Options](#)

[Clear Search](#) or

All available Recipients

COLBY COLLEGE, WATERTOWN, ME

Your Selected Recipients:

Sending SAT scores

Sending ACT scores

Send Your Scores

[What are the fees?](#)

Only one test date is reported on a score report. Select the test date you want to report. You will then be asked to list where you want the scores from that test date reported and pay the total amount due for the Additional Score Reports (ASRs) you request.

[How do I report scores from more than one test date?](#)

Test Date	Test Location	Test Option
<input type="radio"/> June 2015	National	ACT PLUS WRITING
<input type="radio"/> The test date I want is not listed here.		

Last Stop: Celebrate and Watch

- Keep a watchful eye on your email inbox for messages from your colleges. Many ask you to set up portals to check your application status. Some ask you to fill out additional information via links.
- Mark your calendar for about three weeks from submission so you remember to follow up on everything you sent either on the college portals or by phone with the admissions offices.
- Congratulate yourself on a job well done!



Tip

Colleges do not contact your counselor for your missing forms, so you need to be sure to keep track of everything.

Wait, where are we going again?

Create and complete a Common App.

Match your Common App to your Naviance account.

Meet with your counselor to hand in your processing form

Remember to send your supporting documents.

Fall Events

NSHS Mini College Fairs - September 16th 1 - 2:15 PM (students only); October 6th 11 - 12:30 PM (students only)

Senior College Parent Night - September 17th 6:30 pm High School Theatre

- Director of Counseling, Dan Doherty, will provide an overview of the college process and answer any questions parents may have.

Nassau Counselors Fall College Expo September 30th 5:30 - 8:30 PM

- Hosted at Adelphi University's Center for Recreation and Sports Gymnasium
- *High School Students:* [CLICK HERE to register](#)

Financial Aid Night - October 14th 7 PM virtual

- A College Financial Aid Counselor will review how to complete the FAFSA and answer any financial aid questions.
-

College Visits

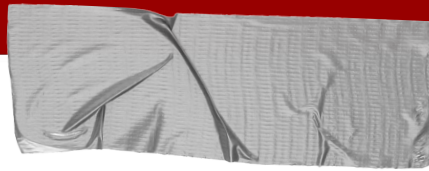
Individual College Visits 2025- 26

College reps are coming to North Shore!

Sign up on Naviance

Check with your teacher

Come with questions!



Good luck!

Your counselor will be with you every step of the way on your journey beyond North Shore. Reach out often, ask for help, let us know how it's going! It's been a long road, but we want to help you enjoy rest of the ride!

North Shore Counseling Department

516-277-7030