



DULLES HIGH SCHOOL

College Application Handbook

2021 - 2022

Table of Contents

- Contact Information
- The Application Process: The Basics
 - College Application Checklist
 - FAFSA | TASFA
- How to Choose a College
 - Automatic Admission Chart
 - Transcript Requests
- Recommendation Letter Instructions
 - The College Resume
 - The College Essay
- Apply Texas & Common Application Essay
- College Visits & DHS Absent Policy for College Visits
 - Cost of College
 - Scholarships
- Naviance "How to Guide"
- How to Apply to College Quick Guide

Questions? Contact kahley.warren@fortbendisd.com





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The College Application Process- The Basics

Applying to College is FAST:

Fees

Application

Send Scores

Transcript

FEES: You will pay the application fee or submit a fee waiver (if you qualify - see the information about Application fee waivers below) at the end of your application. Most community colleges, such as Houston Community College, do not charge an application fee. Fees per application can range from \$25.00- \$90.00.

APPLICATION: Students applying to a state institution will use the Apply Texas application found online at goapplytexas.org/. This includes junior/community colleges. Private and prestigious universities utilize the Common Application found on commonapp.org. **Both applications become available online for students between July 1 – August 1.** Some students may choose to apply directly to the university through the university website, but students should be aware that they will not be able to copy an application this way. By using Apply Texas or the Common Application, students can easily copy their application information over to another application. The only advantage students have in applying directly through the university is that sometimes a fee waiver is offered. **The application includes student demographic information, course history, residency questions, extracurricular and volunteerism, talents awards & honors, employment information, and an essay or two if the college requires.**

Note: If a student is using the Common App, they must link their common app account to Naviance. See info in the “How To” section. Students using the Common App must also request letters of recommendation & the Common App form prepared by their counselors and teachers. See more info under letters of recommendation.

SEND SCORES: Send SAT or ACT official scores to the colleges you are applying to. If you have not taken one of the exams yet, the college you are applying to cannot consider your application until you have at least one set of scores from one of the tests. Junior colleges are the exception to this rule. Junior colleges do not require the SAT or ACT, but they require a placement test called the TSI.

SAT sign up, send scores, & testing dates: <https://www.collegeboard.org/>

ACT sign up, send scores, & testing dates: www.actstudent.org

Note: Due to COVID-19, colleges may choose to be “test optional” meaning the student may decide if they would like to submit these scores or not. Please research the admissions requirements for the colleges you are applying.

Questions? Contact kahley.warren@fortbendisd.com





TRANSCRIPT: All transcripts are sent electronically through Naviance. Students will login to Naviance through their 1Link account using their FBISD email and password. They should add the college they are applying to in “Colleges I’m Applying to” and click request transcript to make the request. The registrar processes all transcript requests using Naviance. See the Naviance “How To” Section for more information.

Note: If the student is applying to colleges using the Common App, their counselor will be responsible for sending their transcripts through Naviance, not the registrar. The student will need to put the request in Naviance AND email their counselor letting them know the request was submitted. Learn more here: www.fortbendisd.com/Page/133643

FEE WAIVERS: To be eligible for fee waivers, students must be on free and reduced lunch. If you know you are eligible, but you are not on free and reduced lunch, see the information below to obtain the form to be placed on free and reduced lunch. Dulles High School gives two waivers for the SAT test. Students should see Allison Pike in Room A116 for fee waivers or email Allison.pike@fortbendisd.com. After a student uses one waiver to take the SAT test, College Board places electronic waivers in their College Board account for students to use to apply to college. **Students are only given 4 fee waivers in their College Board account to apply to college.**

Applying for Free & Reduced Lunch for College Application Fee Waivers:

To apply for these benefits, please complete the online application at <https://www.schoolcafe.com/fbisd>

Families will need the following information available when completing the online application:

- Student’s legal name (first and last), birth date, and assigned student ID number (if known)
- Student’s school name
- All household gross income and/or SNAP (formerly food stamps) or TANF eligibility determination group number (EDG # - this is not the Case #)
- Last four digits of the parent’s/guardian’s social security number

Families who do not have internet access may:

- Visit their child’s school and complete the application on a school computer
- Visit FBISD’s Child Nutrition Department (555 Julie Rivers Dr., Sugar Land, 77478) for computer access Monday through Friday 8:30 AM - 11:30 AM or 1:30 PM - 4:00 PM
- Request a paper application from their child’s campus

Questions? Contact kahley.warren@fortbendisd.com





How to Choose a College

Students primarily choose colleges based on their major of choice and whether or not they fit the admission criteria. Other factors **include level of prestige, cost, location, size, and extracurricular activities**. For more assistance, visit the “College Planning” on the CCR Webpage:

www.fortbendisd.com/Page/13306

It is important for students to set realistic goals for themselves and apply to schools that are within their reach and a little above their reach. Students should sort and classify the schools they apply to in order to ensure they are setting realistic, possible college goals.

I suggest creating a list of 5-8 colleges you may want to apply. Research general college information, the admissions process and admissions requirements. Your list may include:

3-4 Match Colleges A match school is one where your academic credentials (GPA, SAT or ACT scores, and class rank) fall well within (or even exceed) the school's range for the average freshman. There are no guarantees, but it's not unreasonable to be accepted to several of your match schools.

1-2 Reach Colleges A reach school is one where your academic credentials fall below the school's range for the average freshman. Reach schools are long-shots, but they should still be possible (and not a dream).

1-2 Safety Colleges A safety school is one where your academic credentials fall above the school's range for the average freshman. You should be reasonably certain that you will be admitted to your safety schools.

College Research Tools

The number one recommendation is for students and parents to research options and ask questions early. **Naviance is an excellent resource when it comes to choosing a college.** If students are undecided about their majors, they can re-visit the results of their strengths explore tests and read about their personality. Students can also read about careers and add them to their career list while considering possible college majors. One of the best research features in Naviance is the Super Match College Search. **Students can use this feature to search for colleges based on interest, size, location, cost and test scores. Students can view admission information in order to determine if the college is a realistic option.**

To access the SuperMatch search tool in Naviance, click on colleges → SuperMatch college search

Naviance College Comparison: In addition, students can use NAVIANCE College Comparison to compare institutions side by side.

Automatic Admission: Students can view the automatic admission chart to see what state schools they would be automatically accepted to and consider those “safety schools.”

To view the chart, please visit the CCR Schoology course under “College Info & Application Resources” OR click here: www.fortbendisd.com/Page/128686

Questions? Contact kahley.warren@fortbendisd.com





All Transcript Requests

Unofficial Transcripts

Students may need an unofficial transcripts for completing a Self-Reported Academic Record, scholarships, summer camps, to have for their own records, or, sometimes, for employment. *Students may access their unofficial transcript through their Skyward account under Portfolio.*

Official Transcript Requests for College Admission

All official transcript requests for college admission need to be made in Naviance under the tab, "Colleges I'm Applying to." For college transcript requests, you do not need to bring a stamp to the registrar. Allow 7 business days for the registrar's office to process requests. Also, note that it can take the institution several weeks to process your transcript after they receive it. For this reason, it is normal for transcripts to take some time to show they have been received and processed by your university.

*****For Common App applicants.** (Common App is an application website for out of state and private universities.) Your counselor will be the one submitting your transcripts along with other documents. Please make sure to match your Naviance account to your Common App account. You **MUST** email your counselor **AFTER** submitting your application and requesting through Naviance that you would like them to complete the counselor portion of the Common App and submit the transcript through Naviance. Please see the link for more information: www.fortbendis.com/Page/133643

Student rank will run in the summer of 2020. Transcript requests can be made in Naviance as early as August 1st 2020, (the date the applications open) and transcript requests will begin to be processed.

Official transcripts for Scholarships

All official transcript requests for scholarships should be made in person in the registrar's office. You will submit your scholarship application and all supporting documents to the registrar's assistant in a large envelope that is **addressed and stamped** to the scholarship program. Be sure to double check to see if the scholarship organization is requesting an **official or unofficial** transcript. Again, you are responsible for addressing and stamping the envelope so the registrar can mail all documents together. Note: On occasion, a scholarship application will be completed online, but the official transcript will still need to be mailed.

Official Transcripts for Summer Camps/ Programs

All official transcript requests for summer camps/ programs should be made in person in the registrar's office located in the C wing.

Official Transcripts for mid-year and final requests

Students should let their counselor and the registrar's office know when they need a midyear transcript sent. Note most students using the Common Application will need to have a midyear report and midyear transcript sent. ALL students applying to college will need to send final transcript. Students will follow the directions posted at the end of May in Naviance to request their final transcript. Transcripts will not actually be sent to the university by the registrar's office until **AFTER** graduation.

Questions? Contact kahley.warren@fortbendis.com





Note About Deadlines & Requests

Transcripts are only sent on days the school is open Monday-Friday. Students should check their college and scholarship deadlines carefully. If a deadline is after a long break, students should not make transcript requests over the break with the expectation that the registrar's office will be sending transcripts. For official transcript requests for scholarships, students should ensure they submit to the registrar's office at least one week before the scholarship deadline.

Reminders

All transcript requests will be processed within 7 business days. (Excluding weekends and holidays) It is important to request transcripts several days before postmark deadlines.

Transcript requests are not automated within Naviance. Transcripts are still processed and sent through the registrar's office, either electronically or by mail to the institution. (You do not need to provide a stamp for college transcripts, but you will need to provide stamps for official transcripts required for scholarships.)

It is against district policy for **official transcripts** to be given to students or parents. It is also against district policy for **unofficial transcripts** to be e-mailed or electronically communicated to a student or parent. Please do not ask the registrar's office to break FBISD district policy.

Further questions? Contact the Registrar's office.

Amnelis Melendez Hernandez, Registrar: Amnelis.MelendezHern@fortbendisd.com

Ardella Lounsbury, Registrar Assistant: ardella.lounsbury@fortbendisd.com

HOW TO REQUEST A TRANSCRIPT THROUGH NAVIANCE:
www.fortbendisd.com/Page/13299

Questions? Contact kahley.warren@fortbendisd.com





Recommendation Letter Instructions

Not every school requires letters of recommendation by a teacher or counselor. Research the school you are applying to before you request a letter. If you know you need a letter/ form, you should speak with or email your counselor/ and or teacher at least **three weeks before the deadline**. It is best to communicate this information before senior year as counselors and teachers are incredible busy when the school year begins.

Click the link for more information on how to request Letters of Recommendations:

www.fortbendisd.com/Page/13309

When you request a letter of recommendation, it is MANDATORY that you provide the following information:

- A resume that includes course work, GPA/ rank, community and extracurricular involvement.
 - Submission deadlines for EACH institution you are applying to
 - All schools you are applying to **(If this changes, and you choose to add a school or not apply to a school, contact the teacher and/ or counselor immediately as this affects your Naviance account)**
 - The type of submission your letter requires (Which schools require this sent electronically? Which schools are you using the common application with? Which schools require the teacher/ counselor to mail the letter?)
 - If you are using the Common Application, remind teachers they will also need to “Prepare” the Common App form found in Naviance. They will not be able to send letters without this form.
-

Students using Apply Texas: (State Schools)

If a state school requires/ allows a letter of recommendation (this should be done by your teacher) and it will be mailed or sent electronically in Naviance depending on the symbol found next to the school in Naviance. **If the school you are applying to does not accept electronic communication indicated by a stamp symbol, you will provide a stamp and envelope to your teacher.**

Students using the Common Application (Private or Prestigious Universities)

If you are using the Common Application, you will, first, link your Common App account to Naviance. View the “How to” guide for more information. You will then ask 1 teacher and 1 counselor to write and upload a letter of recommendation and complete the Common App form in Naviance. It is your responsibility to communicate with your teachers and counselors that you are using the common app and need a letter of rec and a common app form to be completed in Naviance. **Do not just expect them to know this as they may be unfamiliar with the Common App.**

Requesting Teachers to Upload Letters Electronically in Naviance: Once a teacher has agreed to write a letter, and you know it can be submitted in Naviance, you will follow this procedure:

Submitting an upload request in for TEACHERS in Naviance

- Under the College Tab, select “Colleges I am applying to”
- Scroll down to Teacher Recommendations and click on “add/cancel requests”
- Select a teacher and in the “Notes” remind them of the information above that you have already given them.
- Click on “update requests” at the bottom

After requesting an upload in Naviance:

Ensure the teacher received the request & kindly remind them when the due date is nearing.

Questions? Contact kahley.warren@fortbendisd.com





The College Resume

Resumes are mandatory for letters of recommendation

Resumes are mandatory to give to teachers and/or counselors for letters of recommendation, and, sometimes, students will send a resume as an additional supplement to their college application. This is your chance to elaborate on some of the criteria you were not able to elaborate on in the application, but do not simply repeat the information found in your college application.

Students can build resumes in Naviance:

Students can also easily create resumes using the Resume Builder in Naviance Family Connection. The tool offers an easy method to format information, and it guarantees that teachers and counselors have access to your resume.

Information to include in your resume:

While there is no standard format for resumes of this type, they are typically one or two pages long and generally include much of the following information:

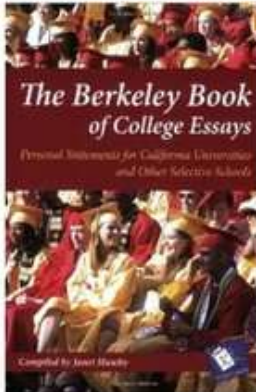
- **Heading:** Identifying information such as: name, address, phone number, email, date of birth, and high school.
- **Objective or Overview (optional):** Can be used for a specific purpose such as consideration for a scholarship or intended major
- **Key Stats:** Class rank (e.g. 15/267) or percentile (top 10%), GPA, HPA, SAT, ACT
- **Education:** High schools attended. (Optional: Senior year classes & AP or impressive courses taken prior to senior year)
- **School Activities:** List activities and grade (e.g. 9, 10,11) including clubs, class activities, sports, performing groups, sports, etc. Note leadership roles and special recognition. Be descriptive: Instead of “High School Newspaper”, consider (if accurate) “Feature Editor (11) Reporter (9, 10) School Newspaper Recognized as Best in County in 2007”.
- **Honors and Awards:** List along with grade (e.g. Debate Finalist – 9, 10)
- **Community Activities:** List activities, leadership roles and grades during which you participated.
- **Enrichment Activities:** Include relevant programs, special projects, travel experiences, hobbies, musical accomplishments,
- **Work Experience:** Starting with the most recent, list each work experience (paid, unpaid or your own business) including job title; business name and location, dates of your employment. Include anything else that would be impressive (e.g. specific duties, recognition).
- **Other:** (optional) Special circumstances and situations; additional details about “hook” or “wow factor”
- **References (optional):** Name and relationship

Sample Resume: The following pages are instructions on how to create a resume, as well as a sample resume student should give to their counselor and teachers for letters of recommendation and/or for the college application. This resume can be downloaded for students to edit on the college and career website located through the Dulles CCR Webpage: www.fortbendisd.com/Page/132257

Questions? Contact kahley.warren@fortbendisd.com



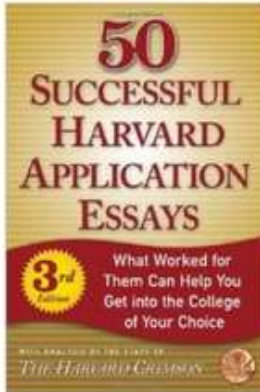
THE COLLEGE ESSAY



How to Start:

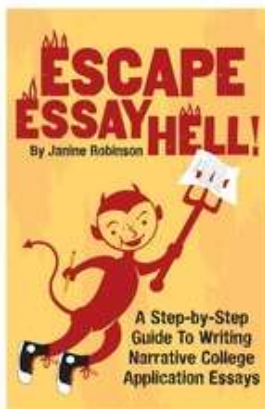
1. Start with a defining quality (curious, self-disciplined, creative), and then look for examples of when you either demonstrated this quality, had this quality challenged or developed this quality.

2. Try to find something “unexpected” to write about, either something that happened to you that no one would expect to happen to someone like you (you love knot-tying but got stuck in a tree because you used the wrong knot); or something you love or pursue that no one would ever expect of you (a football player who loves to bake cakes.); or some personal trait or characteristic that no one would guess has affected you (you are not even 5-feet-tall but wear a size 9 shoe.)



3. Troll your past for “mundane” or everyday topics as opposed to ones you think might be impressive. Examples: The Day I Washed Dishes at My Dad’s Restaurant; People Think I’m Mean Because I Weigh 300 Pounds; How I Grew to Love Public Busses; I’m a Formal Guy Even Though I Live in Surf City.

4. Read sample essays. If you are stuck, it’s so worth the little bit of time to get your hands on a cheap collection and skim through them. First, you will see the range of topics that other students have used, and chances are it will trigger your own ideas. Secondly, you will get a feel for the looser, narrative style and structure of these essays, which will help you write yours.



5. Go down memory lane and try to remember “times” when you faced a problem. If you can find a problem, you will find a story. (Problems come in many different shapes and sizes: challenges, change, mistakes, obstacles, phobias, fears, bad luck, physical traits, etc.) If you have a little story (also called an anecdote), chances are you can write an engaging essay.

So no more complaining that you are so normal and boring and have nothing interesting to write about. It’s not true. You just need to know where to look—and what you are looking for! - Article from EssayHell.com

Reminder: Not EVERY college requires an essay. And, certain colleges require different essays than others. Make sure you check on the website of the college you are applying to before you start writing your essay.



Apply Texas Essay Questions | 2021 - 2022

Check with your university to see if your school requires an essay, and, if so, which essay they require. Think through this essay thoroughly and make sure you have several people proof read before you submit.

Essay A: Tell us your story. What unique opportunities or challenges have you experienced throughout your high school career that have shaped who you are today?

Essay B: Most students have an identity, an interest, or a talent that defines them in an essential way. Tell us about yourself.

Essay C: You've got a ticket in your hand – Where will you go? What will you do? What will happen when you get there?

The Common Application Essay Topics | 2021 – 2022

Check with your university to see if your school requires an essay, and, if so, which essay they require. Think through this essay thoroughly and make sure you have several people proof read before you submit.

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story. [No change]
2. The lessons we take from *obstacles we encounter* can be fundamental to later success. Recount a time when you faced a *challenge, setback, or failure*. How did it affect you, and what did you learn from the experience? [Revised]
3. Reflect on a time when you *questioned* or challenged a belief or idea. What prompted your *thinking*? What *was the outcome*? [Revised]
4. Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution. [No change]
5. Discuss an accomplishment, event, or *realization* that *sparked a period of personal growth and a new understanding of yourself or others*. [Revised]
6. *Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?* [New]
7. *Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.* [New]

Questions? Contact kahley.warren@fortbendisd.com





College Visits

There are many ways to find out about a college, from online sites, to brochures, to college fairs, but there is no substitute for seeing the campus yourself. Check on college websites for Junior or Senior Visit Days and Open Houses. Individual visits can also be arranged. Make your reservations early.

Before you go:

- Call the Admission Office in advance, tell them the date you would like to visit, and the time of day you expect to arrive. Many colleges also offer online campus registration for visit days.
- Inquire about scheduling an interview, attending an information session, visiting classes, and talking with faculty
- If you want to stay overnight in a residence hall, ask if they can make arrangements.
- Research the college using the college's website. - Write down anything that struck you as "cool". You will not remember all of it later on!
- Make a list of questions that you want answered

Dulles Policy for College Visits

Students may miss up to **TWO days a year** (not semester) for a campus visits. Students turn in an **excuse note** from parent to the attendance office & a **signed letter** from a university official **on university official letterhead** verifying the student's campus visit to the attendance office within **2 days of the absence**. (Most universities will have a standardized letter for campus visits.) These visits do not count toward exemptions, but consider making college visits in the summer, before second semester begins, on spring break, or weekends. Most colleges have big Saturday events in which you can visit the campus with other prospective students.

For information on what to ask during a college visit, click the following link:

www.fortbendisd.com/Page/13316

Colleges Visiting Dulles High School:

There is a calendar posted in Naviance home page that displays the day colleges are coming to our campus during lunch. Dulles hosts a mini college fair twice during the year to accommodate many local institutions. Students should take this opportunity to meet their representative, get their contact information & establish a relationship. This person can advocate on the students behalf for admission & scholarships.

Questions? Contact kahley.warren@fortbendisd.com





How Much Does College Cost with Aid?

Many students will receive financial aid and loans from the government in order to attend college. In order to plan for the future, you can estimate how much you will be expected to pay using the resources below.

FAFSA Forecaster

If you know you will be applying for financial aid, and you want to get an estimate of how much you will be paying, you can fill out the FAFSA forecaster. It will show you how much the government expects your family to pay for college. This will help plan for the future.

<https://bigfuture.collegeboard.org/pay-for-college/paying-your-share/expected-family-contribution-calculator>

Net Price Calculator

Most schools also have a net price calculator on their website.

The net price calculator will often expect you to know this: You obtain this using the FAFSA forecaster. A median expected family contribution (what FAFSA calls an EFC).

The net price calculator will give you:

The average grant and scholarship aid the school awards to students like you.

The school's "net price" - the difference between the total cost of attendance and the average aid awarded. This is the amount you will have to come up with for your freshman year; you can do this through a combination of cash, loans, and scholarships/grants.

How Much Does College Cost Without Aid?

Cost of college is broken up in many parts. Tuition alone is not the total cost of college. Students must factor in housing, meals, additional fees, cost of books etc. The websites below should help with an estimate of what college costs. Remember that loans and grants are available if you qualify, and you have to fill out the FAFSA to apply.

Average Cost for Texas Colleges: <http://www.collegeforalltexas.com/apps/collegecosts.cfm>

This website gives you the breakdown of tuition, room and board, textbooks, and other information for all public and private colleges in Texas.

Questions? Contact kahley.warren@fortbendisd.com





FAFSA

What is FAFSA? The [Free Application for Federal Student Aid](#) (known as the FAFSA) is a FREE online form prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid (including the Pell Grant, Federal student loans and Federal Work-Study). This free form can be found at fafsa.ed.gov, and it becomes available for seniors to fill out beginning on **October 1, 2021**. You cannot get loans or grant without this form. Even if you plan to pay for college on your own or think your income level will be too high, you may be able to receive free money. The most popular is the “TEXAS: Be on Time Loan.” Many students receive it, and the only criteria is that you go to school in Texas and graduate in 4 years.

What do I need to fill this form out?

Get a PIN. Get a U.S. Department of Education personal identification number (PIN) by filling out the short application at www.pin.ed.gov. Write this down somewhere you will remember.

Your Social Security Number

Your Alien Registration Number (if you are not a U.S. citizen)

Your most recent federal income tax returns, W-2s, and other records of money earned. (Note: You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.)

Bank statements and records of investments (if applicable)

Records of untaxed income (if applicable)

A Federal Student Aid PIN to sign electronically. (If you do not already have one, visit www.pin.ed.gov to obtain one.)

FBISD Graduation Requirement

Questions? Contact kahley.warren@fortbendisd.com





Scholarships

Finding scholarship money isn't as hard as we might think, but it takes time, effort, and resources. **The Dulles High School Class of 2021 collectively obtained over 13.5 million dollars in scholarships!** You will need to research and read the eligibility of a scholarship to see if you fit the criteria.

Scholarships through Colleges:

Most universities offer a scholarship application or it may be part of the admission application. Check with the university you are applying to in order to find out the scholarship deadlines, what you may be eligible for, and how to apply for their scholarships. Do not wait to do this as scholarship deadlines for universities tend to be early fall.

Scholarships in Naviance:

FBISD posts all the scholarships we hear about in Naviance Family Connection. Students have access to this list and should use it throughout the year. This is THE FIRST place students should check for their scholarships outside of university scholarships. Most of the scholarships posted in Naviance are local or given specifically to Fort Bend or Dulles students. Many scholarships from the community appear around February and close in the months between February and June. View this list frequently for new additions as scholarships are updated weekly. The most popular scholarships for Fort Bend students come from the George Foundation & The Houston Livestock Show and Rodeo, and the eligibility criteria will be posted in Naviance.

Scholarship search engines:

The following search engines can be used to search for scholarships.

Zinch.com

cappex.com

scholarshippoints.com

fastweb.com

collegeguidanceconsultants.com (user name: ftbend; password: ftbend)

Scholarships by Mrs. Warren

Mrs. Warren post scholarship opportunities on the CCR Scholarship Webpage:

www.fortbendisd.com/Page/13322

Senior Scholarship Reporting

Seniors are required to report all scholarship offers they receive. Even those that you are planning to not accept. This includes academic, athletic, organization, and personal scholarships. Mrs. Warren will provide students will an online form to complete to report scholarships. The scholarships that students report will be used for the graduation program/announcement.

Questions? Contact kahley.warren@fortbendisd.com





NAVIANCE “HOW TO” GUIDE

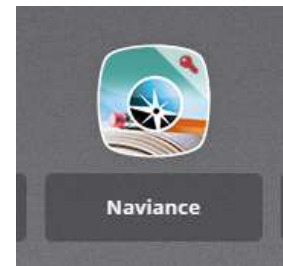
Naviance Login Instructions

1. Go to <https://student.naviance.com/dulleshhs>
2. Select the tab that says student
3. Select Login with Clever
4. It may ask you for the school Zip code – 77478 – Select Dulles HS
5. It will then ask you to login with 1Link
6. Use your FBISD student email address and password to log in

Note: Students view the homepage as most of the information in this packet is also located within Naviance

Using 1Link to Sign into Naviance

1. Go to: <https://www.fortbendisd.com/1link>
2. Click login with 1Link
3. You will use your FBISD student email address and password
4. Once logged in to 1Link, navigate to the Naviance App



Questions? Contact kahley.warren@fortbendisd.com



Colleges I'm Applying To List

The *Colleges I'm Applying To* List is only for those schools that you are working on applications for; if you are still undecided leave the school in your *Colleges I'm Thinking About* List.

- 1) Apply and submit your application to the school. Do this through the school's preferred application method: Apply Texas or Common App
- 2) Login to Naviance
- 3) Go to your *Colleges I'm Applying To* list under *My Favorites*
- 4) Add the school to your *Colleges I'm Applying To* list
 - a. If you have not added the school to your list yet click *+add to this list* and add your school
 - b. If the school is in your *Colleges I'm Thinking About* list, select the school and click *Move to Application List*.
- 5) From your *Colleges I'm Applying To* list click on the pencil icon to edit applications. Info needed:

Application submitted

Click the box to indicate that you have submitted your application

App Type

Select what type of application you are completing (Regular, Rolling, Early Action etc.) – this is **VERY** important because it will determine the deadline.

Click *Update Application*

Requesting College Transcripts

- 1) Go to your *Colleges I'm Applying To* list
- 2) Click on *Request Transcripts*
- 3) Click the box *add request* for those schools that you have submitted an application to
- 4) Click *Request Initial Transcripts*

Matching Common Application Account

If you are applying to a school using the Common Application you **MUST** match your Naviance Account with your Common App Account first. (Video tutorial: www.fortbendisd.com/Page/133643)

- 1) Go to www.commonapp.org/ and log in to your Common App account
- 2) The email that you use must be the same email in both Common App and Naviance
- 3) Complete the current or most recent school segment of the Education section under the *Common App* Tab
- 4) Add at least one college to your *My Colleges* list under the *My Colleges* Tab. You can search for schools under the *College Search* Tab
- 5) Read and sign the FERPA Release Authorization under the *My Colleges* Tab

Questions? Contact kahley.warren@fortbendisd.com





Matching Common Application Account Continued

- 6) Click the *Colleges* tab find the Common App Account Match and enter your email and date of birth and click *match*
- 7) Review your *College's I'm Applying to* List and check under the *Applying via Common App* column. This is where you indicate if you are using the Common App for that school. If you see *Unknown*, click the *Unknown* link and update the status to *yes* or *no* using the drop-down menu. This is **VERY** important – if the counselors do not know if you used the Common App for that school then they do not know how to send your documents. (add ? icon to this so they have visual)

Teacher and Counselor Letters of Recommendation

Before you request a letter in Naviance do the following:

- 1) Ask your teacher and/or counselor in person
**This is essential! Asking for a letter of recommendation is a request and it is important to make personal contact with the person so they can ask you any questions that they may have.
**NOTE: if you are applying to any schools using the Common App you MUST have a counselor letter of recommendation. You need to ask in person or by email.
- 2) You MUST provide your recommender with a resume.
- 3) Check the *Submission* type for the school you are requesting a letter for



This icon represents schools that only accept documents submitted via mail. You will need to provide the teacher/counselor with a stamped envelope addressed to the admissions office of the school.



This icon represents electronic destinations that accept documents electronically via Naviance. Once you have requested the letter in Naviance the teacher/counselor will be able to send the letter electronically.



This icon represents Common App destinations that accept documents electronically via Naviance. Once you have requested the letter in Naviance the teacher/counselor will be able to send the letter electronically.



This icon is displayed when a student has selected a Common App college and has indicated that he or she is not applying via the Common App Online. However, this school still accepts electronic submissions so your teacher/counselor will be able to send the letter electronically.

Questions? Contact kahley.warren@fortbendisd.com



Requesting a letter in Naviance:

- 1) Go to your *Colleges I'm Applying to* page
- 2) Under *Teacher Recommendations* click *add/cancel requests*
- 3) From the dropdown menu select your teacher
**NOTE: All Common Application schools require a counselor letter of recommendation.
You MUST select your counselor if you are applying to any schools via the Common App.
- 4) In the *Personal note to teacher* explain the following:
 - a. What school(s) this is for
 - b. List the deadline for each school
 - c. If any of the schools have the postage stamp icon tell them you will provide an envelope for them
 - d. Say thank you!

NOTE: Send counselors an e-mail with the information above. Do not request them to upload in Naviance.
IMPORTANT: Repeat this process if you add any additional schools. Do not expect teachers or counselors to know. You need to let them know you have added an additional school and need a letter.



HOW TO APPLY TO COLLEGE QUICK GUIDE

NAVIANCE LOGIN – login through 1Link

student.naviance.com/dulleshs

1. Select “Student”
2. Click “Continue with Clever”
3. Login with **1Link** | Your FBISD Email Address and password.

STEP 1 | APPLY TO COLLEGE:

Choose 3 Match, 1 Dream, 1 Safety colleges & research the admissions process for each school.

College search [HERE](#)

Choose Apply Texas or Common App or BOTH (depending on the colleges you’re applying to)

1. Go to goapplytexas.org/ (All Texas Public & Most Texas Private Universities)
2. Log-in or create an account
3. Begin your application
1. Go to commonapp.org (Nearly 700 colleges; private, prestigious, out of state)
 - a. Match CommonApp to Naviance
www.fortbendisd.com/Page/133643

STEP 2 | SEND TRANSCRIPTS:

Login to Naviance

1. Click *Colleges I’m Applying To*
2. Click on the *+Request Transcript*
3. Click *Initial*
4. Select the College
5. Click Request and Finish **
6. **OR** If you need to **Add the College ...**
7. Click *Colleges I’m Applying To*
8. Add the College to “*College I’m Applying to*” list
9. Click Pink Plus Sign in right corner
10. Add a College under *Which College Are You Applying To*
11. App Type | *Regular Decision*
12. I’ll Submit My Application | *Direct to Institution* (unless you just filled out a Common App)
13. Click *I’ve Submitted my Application*
14. Add & Request Transcript
15. Click *Initial*
16. Click Request and Finish **
17. **OR** watch video:
www.fortbendisd.com/Page/13299

Questions? Contact kahley.warren@fortbendisd.com





LETTER OF RECOMMENDATION IN NAVIANCE (ONLY IF REQUIRED):

1. Login to Naviance
2. Click Colleges Tab
3. Click Apply to College
4. Click Letters of Recommendation
5. Click Add Request
6. Select Your Teacher
7. Select specific colleges you'd like that teacher to send the recommendation to | Add To my Colleges I'm Applying to List
8. Include a Personal Note: Write anything you would like them to discuss in the letter and say Thank You
9. **OR** watch video:
www.fortbendisd.com/Page/13309

STEP 3 | SEND SCORES:

- SAT: www.collegeboard.org
 - Watch Video <https://youtu.be/oDSskfvBSzM>
- ACT: www.actstudent.org
 - Watch Video https://youtu.be/Ej_ZgLYaPbE
- If you plan to attend community college and have not taken the SAT or ACT, we will offer the TSI at Dulles HS in the spring or you can take it at a local Community College (HCC or Wharton).

STEP 4 | APPLY FOR SCHOLARSHIPS:

1. Login in to Naviance
2. Select "College" tab
3. Select "Scholarships and Money"
4. Choose "Scholarship Match" OR "National Scholarship Search"
OR
5. Visit the CCR Scholarship Webpage: www.fortbendisd.com/Page/13322

STEP 5 | COMPLETE THE FAFSA | OPENS OCT. 1st

Free Application for Federal Student Aid

www.fafsa.gov

*Do not request transcripts and letter of recommendations until **AFTER** you have completed your college applications.

****Transcripts for Common App applications:** If you are applying using the **Common App**, you **MUST** email your counselor after submitting your request to let them know it is ready to submit.

Questions? Contact kahley.warren@fortbendisd.com

