



# Common Application Instruction Packet

## CORE VALUES

### *Pirate PRIDE*

*Partnership with families and community*

*Rigorous, comprehensive academic and social emotional curriculum*

*Inclusive and respectful culture for all*

*Dedication to a safe and secure learning environment*

*Essential skills for success in a 21st century global society*

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Hull, MA 02045**

**781-925-3000**

## Instructions for creating an account on the Common Application

1. Log on to a computer and open “Google Chrome”. If Chrome is not on the desktop, click the Windows icon in the bottom left corner, choose “All Programs”, and choose “Google Chrome”.



2. Go to: [www.commonapp.org](http://www.commonapp.org)
3. ‘Find a College’ - type in the name of a college that you intend to apply to. If the search reveals no result, your college does not accept the Common Application and you will need to apply to the college on its own website instead.
4. Return to the “Homepage” of the Common Application
5. Locate ‘create an account’ box at the upper right side of the page and click on it. To create a new account, click on ‘First Year Student’.
6. **Enter the SAME email address that you used to create your Naviance account** and a password that you will remember (password instructions are provided). Complete the boxes for first and last name, date of birth, European union ‘No’, Plan to start college ‘2022’ if the fall after HS graduation, Read and click the boxes, ‘Create Account’. Congratulations!! You have successfully created your Common Application Account. Keep your user name and password somewhere you can access in case you forget. You will have lots of passwords senior year: Naviance, Common Application, FAFSA, CSS Profile, Colleges, Collegeboard.org, ACT.org .....) Keep them somewhere so you are not constantly being “locked out”.
7. Once your account is set up, explore your “dashboard”. You can search for and add colleges to your common app account by clicking on the tab labeled “College Search”. Note: you will have to add at least one college to match/link your accounts later between Naviance and Common Application, page 5.
8. If time permits, begin to work on your common application account. Click on the tab “Common Application” to begin. **Please complete the EDUCATION section of the Common Application first.** Please review page 4 of this document when completing the section called ‘Education’. A lot of the school information we have included on page 4 to ease your completion of this section.

There are 6 sections of the common application that require completion: profile, family, education, testing, activities, and writing. The tabs for the sections are located on the left side of the page.

## NAVIANCE Log-In

**NAVIANCE is a web-based college and career resource tool that will help you navigate your career development and transition to post-secondary education over the next several years of high school. In NAVIANCE you can create a resume, take a career interest inventory, look up jobs of interest, search colleges, apply to college, research National Scholarships and MORE!**

**Google 'Naviance'**

**Choose 'sign-in' on the top right hand corner of your screen**

**Choose 'students and families'**

**Type in the School Zip Code '02035'**

**Choose 'Foxborough Regional Charter School'**

**Type in your 'User name & Password'**

**Your user name should be a personal email that you check often. Mrs. Brown and Mrs. LeBlanc will send you important email notes through Naviance so make sure you use an email that you check often.**

**If you cannot remember your user name or password please e-mail Ms. Marcia Sweeney for assistance at [msweeney@foxboroughrcs.org](mailto:msweeney@foxboroughrcs.org)**



## The Common Application Tip Sheet – Education Section

This tip sheet contains the information required to complete the *Education* tab of the Common Application on-line.

Date of Entry:	Date you first started at Hull High School
Boarding School:	No
Graduation Date:	June 3, 2023
Counselor's Prefix:	
Counselor's Names	<b>Nancy A. LeBlanc (A-L)</b> <a href="mailto:nleblanc@town.hull.ma.us">nleblanc@town.hull.ma.us</a> (508) 925-3000 x1122
	<b>Daniel O'Donnell (M-Z)</b> <a href="mailto:dodonnell@town.hull.ma.us">dodonnell@town.hull.ma.us</a> (508)925-3000 x1121
Counselor's Job Title:	School Guidance Counselor
Other Schools?	Enter only if you have transferred, and attended, another high school. If you have grades and a transcript from another high school.
Colleges & Universities:	Enter only if you have taken a college course/ dual enrollment course
Class Rank Reporting:	Enter your class rank (leave blank)
Rank Weighting:	<b>Exact</b>
Graduating Class Size:	63 (Class of 2023)
Cumulative GPA:	Enter your Weighted GPA (Your school counselor will provide this information in a meeting with you)
GPA Weighting:	Weighted
Current Year Courses:	Enter your senior year courses and course levels
Honors:	Enter if you have received any honors since 9 <sup>th</sup> grade (including state, national, or international level)

## **Steps for Matching THE COMMON APPLICATION with NAVIANCE FAMILY CONNECTION**

1. Open your web browser and go to [www.commonapp.org](http://www.commonapp.org).
2. If you've already registered for the Common Application, enter your email and password and sign in. If you have not already registered for Common Application, click on "GO" on the "Create an account" box.
3. It is important that you use the same name and email address on Common Application as in Family Connection in Naviance. It is best to check your Naviance Family Connection email address before setting up your Common Application account. If you would like to change your email in Naviance to reflect a 'college professional' email please reach out to your school counselor or Miss G.
4. Before you can match your accounts, you must complete the following tasks:
  - a. Complete the education section in the Common App. Go to the Education tab and begin.
  - b. Add at least one college to your list on the Common Application.
  - c. Read and sign the FERPA form. You will find this in your 'Colleges' tab once you have added a college. Good news, you only need to complete the FERPA one time and it will be applicable to all the other colleges & universities you add.
  - d. Colleges recommend you waive your right to review recommendations because it increases the authenticity from the recommender and minimizes the likelihood the document was changed by the applicant in any way.
5. Log into your Naviance Account, 'Colleges' tab, 'Colleges I am applying to', type in your Common Application email address and your date of birth. Click on 'Match Accounts'.
6. Once your accounts are matched, review your 'Colleges I am applying to' list in Naviance. When you add your schools in Naviance there will be a drop down choice to list how you are applying. If it is a Common Application (CA school) there will be a computer screen with a 'CA' in the middle of it, if the school is only online the choice will be a computer screen that is blank inside. As you add your schools to 'Colleges I'm Applying to' in Naviance, you will also need to add your Common Application schools to your College list in Common Application.
7. Congratulations! Your Common Application and Naviance Family Connection is linked!

## **How to request an Educator Recommendation Using Naviance:**

1. Student navigates to the 'Colleges' top tab once in Naviance, go to 'Colleges Home'
2. Student chooses '**Letters of Recommendation**'
3. Student chooses 'add request' in blue box
4. Here you will see how many letters of recommendation each college will accept. If all of your colleges accept two or more choose the top option 'All current and future colleges...'. If one or more of your schools will only accept 1 educator letter only choose the top option for the person whose letter is most critical. Their letter can go out to ALL schools. Then for your other recommender click on 'choose specific colleges from your Colleges I'm Applying To list' and then click the boxes of only those schools that accept more than one letter of recommendation.
5. Student selects a teacher's name from the drop-down menu and adds a note to the teacher. **Important: Never invite an educator electronically that you have not yet had a personal conversation with. Conversations can begin virtually in June or the Fall, however please do not send your electronic invites until the Fall of your Senior year.**
6. Student repeats this for all Teacher Recommendation Requests, 'Submit Request' individually for each educator

### **Please Consider:**

1. Most colleges ask for two teacher recommendations in addition to your guidance counselor's recommendation letter
2. Always ask a teacher **face to face** prior to sending the electronic request through Naviance
3. It is your responsibility to inform teachers of deadlines. Please give your educators 4-6 weeks time from when you send your electronic invites to upload their documents. As educator professionals, we are all in the business of helping our students succeed; however if you only give a few days, or a week's time, for educators to write a thoughtful letter the document may not yield the same result.
4. If a red postage stamp appears, then the college does not accept electronic submission. In this case, you will need to mail in your application and we will need to mail in your educators documents and letters of recommendation. Make sure you check in with your guidance counselor to ensure all your materials are mailed

## **How to Request your Transcripts Using Naviance:**

When you add a college to the 'Colleges I'm Applying To' listing the system will ask you if you would like to 'request a transcript'. Upon sending your initial application, whether for early action in November or a regular decision deadline in March, always choose to send 'initial transcript'. This will be the most recent FRCS transcript with courses and grades right up to the time of the application. Requesting mid-year transcripts is not a requirement of many colleges, in fact most do not require. Usually, your college will reach out to you if they are requiring a mid-year transcript and you can let us know in person. You can also be pre-emptive and check with your college admissions offices by sending an email note. Only the College you commit to will receive your 'Final Transcript'. Your college/university will require this in June in order for you to register for your Fall semester classes through your freshman orientation. Guidance sends these out automatically once transcripts are complete upon HS graduation, by the second week of June.

## Applying to Colleges Using Naviance

If time permits, you may now log into your Naviance account using the link below and add colleges to your Family Connection account in Naviance that you are either thinking about applying to or definitely applying to:

**Google 'Naviance'**

**Choose 'sign-in' on the top right hand corner of your screen**

**Choose 'students and families'**

**Type in the School Zip Code '02045'**

**Choose 'Hull High School'**

**Type in your 'User name & Password'**

1. For schools that you are only thinking about at this time, please go to the top tab 'Colleges' and then choose 'Colleges I'm thinking about'. Then click on 'Add Colleges to this list'. Next, click on 'College Look Up' to find the college you are thinking about. You can also click the 'college name' in your list and that link will take you directly to college look up too. Here you can review college costs, attrition rates, programs offered, can view the FRCS Scattergrams to determine if the school is a reach, target or safety for you, sports, clubs, activities, and so much more!
2. For schools that you are certain you will apply to, please click on 'Colleges' and then click on 'Colleges I'm applying to'. You can request transcripts when you add a college or you can do that later by choosing 'Request Transcripts'. Please do not request any transcripts until the fall of your senior year.
3. Any other questions, please send an email to your guidance counselor:
  - a. If your last name is A-L Ms. Nancy A. LeBlanc  
[nleblanc@town.hull.ma.us](mailto:nleblanc@town.hull.ma.us)
  - b. If your last name is M-Z Mr. Daniel O'Donnell  
[dodonnell@town.hull.ma.us](mailto:dodonnell@town.hull.ma.us)