



CLASS OF 2024
COLLEGE ADMISSIONS GUIDE

PVRHS
COUNSELING DEPARTMENT



Important Information

PV School Code: 310700

GPA: Weighted

Rank: Exact



Director of School Counseling

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School Counselors

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Administrative Assistants

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Important Websites

www.collegeboard.org www.actstudent.org www.commonapp.org

www.fafsa.ed.gov

www.student.naviance.com/pvhs

www.ncaaclearinghouse.net



College Check List

Pre- Application Steps

1. Narrow down list of schools to a reasonable, balanced list
2. Research requirements for each school (forms, essays, letters of rec, interviews, financial aid (FAFSA), CSS profile, scholarship requirements, etc.)
3. Begin prepping essays for these schools
4. Request teacher recommendations in person- make sure to fill out a Teacher Recommendation Request form (available in the counseling office and on Naviance). Follow up with a formal request in Naviance Student (located under "Colleges-Letters of Recommendation Tools")
5. Fill out the electronic Self Profile for a counselor recommendation (located in Naviance account under "About Me- Surveys From Your School")
6. If applying to a school that accepts the common application- set up a common app account (www.commonapp.org) and match your common app account to Naviance Student via the link on your "Colleges I'm applying to" page. Click "Match Accounts"
7. If planning to participate in Division I or II athletics- register with the NCAA eligibility center
8. Take the SAT/ACT test and Subject Tests (if applicable)
9. Review your transcript on the Realtime portal

I'm Ready to Apply

1. Fill out the application online as directed on the school's admissions page- making sure to complete all required supplemental forms and essays (be mindful of deadlines)
2. Pay application Fee or submit appropriate fee waiver
3. Update Naviance Student (Colleges I'm Applying To)
4. Send SAT scores via collegeboard.org OR ACT scores via actstudent.org
5. Submit an electronic transcript request at least two weeks prior to the school's deadline <https://forms.gle/MPmA6Ndtbc5wDeex8> (this link is in the Class of 2024 Google Classroom as well as on the student/parent portal)

Note: Students applying to career/tech schools and/or 2-year schools **ONLY** may be able to skip certain steps- see your counselor to discuss

I've Applied- Now what?

1. Work with your family to fill out the FAFSA at www.fafsa.ed.gov – PVRHS Virtual Financial Aid Presentation is September 27, 2023 @ 6:30 pm.
2. Check to see if your schools need the CSS Profile in addition to FAFSA (available at www.collegeboard.org). Be mindful of deadlines.
3. Continue to look and apply for scholarships. Check Naviance Student for updates and read the monthly Senior Highlights. Local Scholarship applications will be available in January/February. Students may also sign up for websites such as www.fastweb.org and www.raise.me.
4. As you receive admissions decisions, update your Naviance Student account.

THE COLLEGE APPLICATION PROCESS

Select the colleges
you will apply to

Request Letters of
Recommendation
& Fill out Self
Profile

Complete
Application &
Payment

Send SAT/ ACT
scores

Update Naviance

Fill out Electronic
Transcript Release
and See your
Counselor

How Do I Apply?

Guide for students applying through Common Application

To ensure that student's Common Application documents are processed in a timely manner, follow the guide below to access and complete the Common Application Registration Process, which is **REQUIRED** when applying to Common Application colleges. Visit www.commonapp.org

1. On the Common Application website, under login, locate and click **create** account and follow the steps. You will need access to your email to verify your account.
 - Add Common Application Colleges you are applying to. On your dashboard you should see all the schools you have chosen listed along with a summary of what is required.
 - Common Application colleges can be added any time after completing the Common Application registration process.
 - Fill out the 6 sections of the application, making sure to fully read each question and answer appropriately.

The screenshot displays the Common Application website interface. At the top left is the 'common app' logo. On the top right, a user profile box shows 'Welcome, Tara!', 'Practice Applicant', 'Usage Tips PDF', 'CAID 26876208', 'torrest@pvtis.k12.nj.us', a settings gear icon, and a 'Sign Out' button. Below the logo is a navigation bar with tabs: 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources'. The 'Common App' tab is active. On the left side, a sidebar menu lists sections: 'Profile', 'Family', 'Education', 'Testing', 'Activities', 'Writing', and 'Courses & Grades College(s) require'. The main content area is titled 'Profile' and features a 'Preview' button. A blue header for 'Personal Information' is expanded, showing three input fields: 'First/given name' with the value 'Tara', 'Middle name' (empty), and 'Last/family/surname' with the value 'Torres'. A 'View Profile Tutorial' link is visible on the right side of the profile section.

- Under the **My Colleges** tab, you again will have your chosen schools listed. For each school there will also be questions that must be answered specifically for that school. These questions include your intended major, housing plans, affiliations with the school, etc.
- Before submitting to each college you must sign a FERPA release waiver. You will find this under each individual college in the **My Colleges** tab. Read the information presented, check the appropriate boxes and sign.

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges
 Adelphi University

College Information

Application

Questions

Recommenders and FERPA

Review and Submit Common App

Recommenders & FERPA

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

Instructions and Help

Naviance: How do students add and assign recommenders?
 If your school uses Naviance, you will not be able to assign counselor or teacher recommenders using the Common App.

[Read more](#)

What is an advisor?
 An advisor is a type of recommender for your Common App. If you have an advisor, you must complete the FERPA release authorization process.

[Read more](#)

- **DO NOT ASSIGN PV RECOMMENDERS THROUGH COMMON APP. THIS WILL BE DONE THROUGH NAVIANCE.** If you have recommenders **OTHER THAN PV STAFF**, you may assign them here.
- In this section you may also assign advisors such as school counselors or outside consultants. Advisors are granted read only access to your application to help direct you and to view your progress.
- Review your application, pay the required fee (not all colleges have a fee). The option for a common application fee waiver is only applicable to students who qualify for free & reduced lunch. **Other school specific fee waiver options (given directly from colleges through visits, priority apps, etc.) will be listed under the School Specific Questions you answered earlier.**

Dashboard My Colleges Common App College Search Financial Aid Resources

My Colleges
 Adelphi University

College Information

Application

Questions

Recommenders and FERPA

Review and Submit Common App

Application Submission

You cannot submit an application to Adelphi University because you have a practice account. In case you wish to be considered for admission, contact our [Applicant Solutions Center](#) to convert your account.

In order to begin the submission process, you must complete the following items:

- [Profile section of the Common App](#)
- [Family section of the Common App](#)
- [Education section of the Common App](#)
- [Testing section of the Common App](#)
- [Activities section of the Common App](#)
- [Writing section of the Common App](#)
- [Common App Personal Essay](#)
- [Adelphi University Questions](#)
- [Recommenders and FERPA](#)

Once all required components are completed, you will see the option to [Review and Submit](#) your application on this screen.

Instructions and Help

What are the hours for student chat?
 You are able to chat with us Monday-Friday, 12pm-8pm Eastern Time* (excluding holidays).

[Read more](#)

- Return to Naviance: Under **Colleges I'm Applying To** indicate HOW you've applied to the college; Common app or directly to institution and check off that you have submitted your application. If this is the first time applying to a school using the Common Application, you must link your Naviance Account to your Common App. In order for the accounts to match successfully, you must:

- Enter the email address that you used to create your Common App account in the box provided.
- Make sure the name and birthday on your Naviance Student account exactly matches the information provided for Common Application account. Note: The name you use to apply to college should match what is written on your Social Security card.
- Fill out a PVRHS Transcript Release form for **EACH** college you're applying to and return to your counselor.

Guide for students applying through college websites

If you are applying to a college that does not accept common application, follow the steps below.

- Visit specific college website: ie: www.montclair.edu
- Create an account and follow the directions provided to complete the application. Submit the application and required fees. Check for any supplemental material that was not part of the application.
- Return to Naviance: Under ***Colleges I'm Applying To*** indicate HOW you've applied to the college; Common app or directly to institution and check off that you have submitted your application.
- Fill out an electronic PVRHS Transcript Release form for **EACH** college you're applying to.

FINAL REMINDER FOR ALL SENIORS

BE MINDFUL OF DEADLINES.

**GIVE YOUR COUNSELORS AND TEACHERS ADEQUATE TIME TO WRITE A THOROUGH
RECOMMENDATION.**

**TRANSCRIPT RELEASE FORMS MUST BE SUBMITTED AT LEAST 2 WEEKS IN ADVANCE OF THE
APPLICATION DEADLINE.**



TEACHER RECOMMENDATION REQUEST FORM

Student's Name: _____

GPA: _____

Email: _____

Date: _____

Dear _____ (Name of teacher)

I am submitting this form to assist you in writing a letter of recommendation on my behalf. I hope that it will provide more insight to my classroom experience. I have sent you an official request through Naviance which will allow you to upload your letter of recommendation and fill out the Common App form. Thank you so much for your time!

1. What was your favorite part(s) of this course and why?
2. What projects or topics did you enjoy?
3. How did you respond to challenges or difficulties in this class? Provide examples.
4. How do you feel you contributed to class discussions?
5. What were your strengths in this course?

