



## Class of 2026

# College Application Instructions

*(Also available on the Student Services website for all instructions, links, and downloads)*

This packet contains instructions with the steps you must follow for applying to college:

1. [Step 1](#)- Transcript Authorization Form - Return to Student Services
2. [Step 2](#)– Complete your College Applications
  - Direct to the Institution or through Common App
3. [Step 3](#) - Request Transcripts on Naviance
  - Initial (September) Midyear (January) Final (June)
4. [Step 4](#) - Request Teacher Letters of Recommendation on Naviance
  - If you need a Counselor Letter of Recommendation, you must complete Class of 2026 Counselor Recommendation Survey
5. [Step 5](#) - Sending Test Scores
  - Students send directly from College Board; CB does not send scores.
6. [Step 6](#) -Frequently Asked Questions/Helpful Tips

### Please Note:

- We start accepting Transcript Requests on Wednesday, September 10, 2025. No office materials can be sent before this date.
- Workshops are scheduled during Lunch & Learn in early September to review this packet. Students should attend to ensure they understand all requirements and office procedures.



## Step 1-TRANSCRIPT AUTHORIZATION

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Counselor: \_\_\_\_\_

Student Email: \_\_\_\_\_ (*Do not use CB Email*)

**By signing below, I acknowledge and consent to the following:**

I authorize Central Bucks West High School to release the following to any colleges, NCAA, athletic recruiters, scholarships, and enrichment programs, as needed: *Official Transcripts, Secondary School Report, Recommendations, Mid-year, Final grades, and the School Profile.*

I acknowledge that recommendations and Secondary School Reports are confidential and personal in nature. I hereby **waive my right** to view any letters of recommendation at any time.

*Please Note: This Transcript Authorization is only valid for one year starting on July 1, 2025 to July 1, 2026.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office received: \_\_\_\_\_

Office sent: \_\_\_\_\_

## STEP 2- COMPLETE YOUR APPLICATIONS

Once you have completed Step 1, you can start to complete your college applications. There are two ways to apply to schools: Direct to the institution and Common App

**Direct to the institution:**

- You apply directly on the schools website as a first-year student. You will make an account, and the application only goes to that **one** school. Follow all instructions from that college's website. When listing the college in Naviance, please choose direct to the institution when requesting your transcript

### **Common Application:**

Most students use the Common Application, which allows you to send to multiple schools. If you are using Common App, you **MUST** follow these steps ***before requesting a transcript***

1. Create a Common App account ([www.commonapp.org](http://www.commonapp.org)). Save your login info, use a personal email.
2. In the Common App tab, complete the "Profile" and "Education" sections\*.
3. In the College Search tab, search for the college(s) you are applying to and click the "Add to My Colleges" button. You must add schools here **BEFORE** you can request a transcript through Naviance.
4. Select one of the colleges you listed in your My Colleges tab, from the menu on the left, under "Application," click on "Recommenders and FERPA" and complete the FERPA waiver
  - a. When completing, click the first option: "I waive my right to review all recommendations and supporting documents."
  - b. ***Do NOT request any recommendation letters through your Common App account.*** See instructions for requesting teacher and counselor recommendations.
5. Complete the "Matching" process in Naviance:
  - a. Go to "Colleges I'm Applying to" tab
  - b. Click "Match accounts."

### **\*Here is some information you will need to complete the Profile and Education sections of your Common App:**

- Class of 2026 class size: **470** students
- GPA Scale: 4.0 (weighted)
- CEEB School Code: **391045**
- Class rank: "N/A" (our district does **not** report rank).
- In the "Education" section of the Common App tab, you select your current high school, and the dates of entry, which should be 8/30/2021 (this is when you entered 9<sup>th</sup> grade) to 6/2026. You do NOT add your CB middle school as a separate school in Common App. If you attended a school outside of CB for any grades 9-12, indicate that in the "Other Secondary/High Schools" tab. You will need an unofficial copy of your high school transcript (available in IC portal under "Reports") to complete the Common App.
- Some colleges ask you to self-report your full academic record (SRAR) (9-12) in the Courses & Grades section, you MUST complete the SRAR or your application will be incomplete.
  - *If you decide to report your SAT/ACT scores, you have the option to enter scores and to enter dates of upcoming tests you plan to take.*

***\*\*We recommend you finalize and submit your application before requesting that we send your transcript; however, you should be mindful of transcript request dates and deadlines.***



## STEP 3-REQUESTING TRANSCRIPTS IN NAVIANCE

---

*Be sure to request Transcripts at least **7 SCHOOL DAYS** before your application deadline!*

1. You cannot request a Transcript through Naviance until you have:
  1. Submitted your signed Transcript Authorization form (Step 1) to Mrs. Press in the Student Services Office
  2. If applying through Common App: must have created account; completed FERPA waiver, matched with Naviance
2. Log into Naviance. From *COLLEGES* tab, click **Colleges I'm Applying To**.
3. Click the **red "Add"** button and follow all the steps below:
  - **Which college are you applying to?**
    - Use the drop-down or type the name of the desired college and select from the options.
  - **App Type**
    - click the drop-down to identify your answer
  - **I'll submit my application?**
    - Click the drop-down to select either: via Common App, or Directly to the Institution (if you're using college's own application). **DO NOT** select "I'm not sure."
  - Select the checkbox labeled **I've submitted my application**.
  - *Click Add and Request Transcript.*
  - **What type of transcript are you requesting?** Select the **Initial** checkbox.
  - **Where are you sending this transcript?**
    - To ensure the proper college name is displayed.
  - **Request and Finish.**
4. Review **Colleges I'm Applying To** dashboard. If you see a question mark icon, there's a problem. Go back and tell us how you're submitting your application by selecting either: **Via the Common App** or **Directly to the Institution**. If the setting is left as **I'm not sure your transcript CANNOT** be submitted.
5. Repeat this process for EACH COLLEGE to which you want a transcript sent.

## STEP 4- REQUESTING LETTERS OF RECOMMENDATION

### To Request a Letter of Recommendation from a Teacher:

- Once you have returned your signed Transcript Authorization to the Student Services Office (Step #1), completed your applications (Step #2) and requested transcripts in Naviance (Step #3), you can request your **Teacher Letter of Recommendations** through Naviance.

*\*\*You **MUST** have spoken with your teacher(s), and they should have already agreed to write your letter. **DO NOT** request letters through Naviance without first having spoken to your teacher(s) in person, they will not be completed \*\**

Log into **Naviance** and click on the **Colleges** tab:

1. Under **Apply to College** tab, select **Letters of Recommendation**
2. Click the **ADD REQUEST**
3. Select the teacher you asked for a recommendation from.
4. Click on the 2<sup>nd</sup> option, "Choose specific colleges from your Colleges I'm Applying to List." Do **NOT** select "All Applications."
5. Select the specific school(s) you would like that teacher to send a recommendation to.
6. Click the **SUBMIT REQUEST**
7. Repeat this for each teacher that you want to send letters of recommendation to specific schools. Please check admission requirements and only ask for what you **NEED**. Naviance will show you how many letters of recommendation your college wants/permits. Choose wisely.

### To Request a Letter of Recommendation from your Counselor:

If your college **requires** a Counselor Letter of Recommendation, follow these steps:

1. Complete the (Class of 2026) Counselor Recommendation Survey in Naviance.
  - a. In Naviance, click on your initials on the right side of the toolbar, click on *Surveys from my School*
  - b. This **MUST** be completed before your counselor can write you a recommendation.

**Note:** It is best to complete this counselor recommendation survey **prior** to submitting any transcript request. This survey not only helps your counselor write your letter, but it can help aide in scholarship recommendations later in the year,

**Disclaimer:** Please be aware, if you apply to schools who do not need a letter of rec from a counselor, and later add applications that may need a letter, please email your counselor as Naviance auto sends your records once one application has been submitted.

## **STEP 5- SUBMITTING TEST SCORES (IF APPLICABLE)**

1. If your college requires OFFICIAL TEST SCORES for admission, then **YOU** must send your scores from College Board (SAT) or ACT Student (ACT).
  - a. If you have completed all testing, then log into your SAT or ACT accounts, and follow directions to send scores. There is typically a fee to send your score report to each college. This score report will contain all past scores.
    - i. Don't worry about sending all scores. Even if some scores are low, colleges typically "Super score," which means they take your highest Math and Reading scores and combine them to give you your highest score. (Some schools, like Penn State, don't Super score, but they take your highest "sitting.")
  - b. If you plan to take the SAT/ACT this fall, you may send your score report to up to 4 schools for free at the time of registration. If you registered (for an upcoming test) but forgot to indicate schools, go back into your account, and follow links to send your free score reports. If you add a college to this list, and end up NOT applying there after all, don't worry- nothing happens! But if you DO apply, then the college will have your score report which contains all scores up to and including the test you registered for.
2. Many colleges are Test Optional, which means you have the option of submitting your scores - or NOT.
  - a. If you're not sure if you should send your scores, look at the college's mid-range SAT/ACT scores, and see how your scores compare. You can also reference the Scattergram in Naviance to decide!
3. The Common App allows you to SELF-REPORT your test scores. *This is not considered an "official score report"* and if the college requires Official Reports, you must send from your College Board or ACT account.
  - a. If you self-report your scores on Common App, then be aware that all colleges will see them. If you plan to apply Test Optional to any of your schools, you might NOT want to self-report your test scores through Common App. You can pick and choose what colleges you send your official reports to.

## Step 6- FAQ's & Helpful Tips

### Questions:

- *What do I do if I drop a class after I apply?*
  - Students are responsible for contacting their schools to indicate the schedule change as this may influence the college's decision.
- *When do I apply for scholarships?*
  - Many scholarship opportunities are available throughout the year through outside websites, but CB West specific scholarships do not become available until the 2nd semester.
- *Do I need to complete the FAFSA?*
  - FAFSA is a requirement. If you are applying to college, please make sure you complete the FAFSA when it opens for the 25-26 school year
- *What is Early Action vs. Early Decision?*
  - Early action means you will be considered in the first round of the applicant pool if you apply by the stated deadline. Early Decision is when you sign an agreement committing to attend that specific school if you are accepted, and you must withdraw all other applications upon acceptance.
- *What to do if your college requires a mid-year report?*
  - Reach out to Mrs. Press to request your mid-year transcript to be sent!

### Tips:

- Do not use your CB email, use a personal email
- If a college requires a SRAR, please make sure you do this, your application will be deemed incomplete without it.
- Lenape/Tohickon should **NOT** be added on Common App. West should be listed for grades 9-12
- Essay: Write about something that is meaningful to you. The topic you choose should also reveal significant information about your personality, your "story," or your passions.
- College Deadlines are **NOT FLEXIBLE**, the deadline for submission is the deadline. If you apply after the Early Action deadline, it will be considered for Regular Admission.
  
- Attend the Lunch and Learn sessions that Counselors provide during the fall application season. This is a great time to work on applications with support from counselors, ask questions that you may have regarding the application process, and also a great use of time to ensure you meet deadlines!