



**YORKTOWN HIGH SCHOOL**  
**Counseling Services**

# Senior Workshop

## Class of 2023

# Today We'll Discuss...

- After high school options and applications
- Naviance and adding your E-Mail
- Matching your Common App account with Naviance
- Requesting Teacher Recommendations
- Transcript Requests
- Requesting Counselor Recommendations
- Sending test scores
- Review your Transcript





# Plan Your Future After Graduation Options

World of Work  
GAP year  
Military

Technical-Skills Training Programs  
2 year College  
4 year College  
...and so much more.





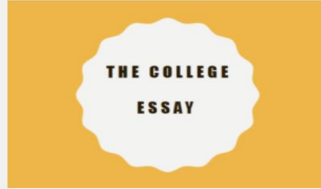
PAPER DIGITAL  
FORMS & BRAG SHEETS

ACT®

NOVA Northern Virginia  
Community College

APPLYING  
TO COLLEGE

SAT®



A GAP YEAR

VOLUNTEER  
ENRICHMENT



Transcript



COLLEGE VISITS

WORK PERMIT  
APPROVED



Recommendation

SCHOOL  
PROFILE



Financial Aid and  
Scholarships

WORK READY

STUDENT  
ATHLETE

[yhs.apsva.us/counseling/collegeandcareer/](https://yhs.apsva.us/counseling/collegeandcareer/)



# COLLEGE PLANNING

## Upcoming Events

- ☐ Help Sessions - Lunches Weekly Sign-up
- ☐ College Visits at YHS and virtual visits- Sept-October
- ☐ Finding the Right Fit - Sept 22
- ☐ Financial Aid - Oct 6
- ☐ APS College Fair - Oct 11
- ☐ Military Options Dec 6
- ☐ Trade and Training Programs TBD

Yorktown Counseling

# College and Career HELP SESSIONS

Help sessions will be held frequently throughout the semester during all three lunches.

## **SIGN UP HERE**

LOCATED on YHS  
Counseling  
COLLEGE  
and  
CAREER page

[yhs.apsva.us/counseling/collegeandcareer/](https://yhs.apsva.us/counseling/collegeandcareer/)

# WHERE can I find Naviance?

Yorktown High School

Virtual About Us Academics Activities Athletics **Counseling** Library Programs Technology Calendar

## Counseling

### Counseling Services

- Meet Your Counselors
- Support Staff
- Registrar
  - SOL Requirements for Transfer Students
- College & Career Services
- SOL Testing Calendar
- Graduation Requirements (POS)
- AP Calendar
- Academic Planning
- Bullying Prevention
- Summer School
- Counseling Forms
- Naviance
  - Naviance Help
  - Naviance for Students

## Counseling Services

### Vision Statement

To empower all students to become successful emotionally, socially, and academically.

### Mission Statement

Building off of our diverse community, we believe that we need to educate the whole student and help all students become lifelong learners and citizens in the global community. We believe in working as a team to help equitably meet all our students' individual needs.

### Important Mental Health Links

**In Crisis/Need Help Now?** [www.apsva.us/mental-health-services/in-crisis-need-help-now/](http://www.apsva.us/mental-health-services/in-crisis-need-help-now/)

**Bullying Prevention** (Information for Parents) [www.apsva.us/office-of-student-services/bullying-prevention/](http://www.apsva.us/office-of-student-services/bullying-prevention/)

If you or someone you care about is in crisis, take action (your friend will thank you later). You have options. Try these tips for supporting a friend or family member:

- Call the **Crisis Link Hotline** at 703-527-4077 or text them at

1. **CLICK Counseling Tab**

2. **CLICK Naviance for Students**

# LOG - IN

## Steps 1

Which school would you like to login to?

### We need more information

In order to log you into Naviance we need you to identify your school.

Enter your school name, city, or zipcode

22207

GO

### Results for 22207

Arlington Alternative High Schools -  
Langston & Arlington Mill  
Dorothy Hamm Middle School  
Langston High School Continuation Program  
Marymount University Teaching High School  
Teenage Parenting Program  
Williamsburg Middle School  
Yorktown High School

If there are multiple schools in your district make sure you select the right one.

**I'm a school or district staff member**



ADD 22207

CLICK  
Yorktown High  
School



## Welcome to Naviance Student.



Please choose your user type.

This allows Naviance to help you log in the way your school and district prefers.



Student



Parent or  
Guardian



Alumni

I'm new and need to register!




# LOG - IN Step 2

Click “**Continue with Single Sign On**” and it will automatically log you in.

If it takes you to the MyAccess Log in, enter the information you normally use to access Canvas.

Back

Welcome Student!



Login to Naviance

**CONTINUE WITH SINGLE SIGN ON**

OR

Email

For example navigator@naviance.com

Password

Type password

Remember me [Forgot your password?](#)

CONTINUE

[Need additional help?](#)  
[I'm new and need to register!](#)

# Welcome, Yorktown!

Search for Colleges



Type a college name

SEARCH

## Seniors Message

English



Go

### Class of 2023

Yorktown Profile: <https://yhs.apsva.us/about-us/profile/>

CLASS SIZE 614 (as of September 12, 2022)

Read more

## My Favorites



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



COURSES

I'm thinking about



CAREERS AND CLUSTERS

I'm thinking about

Information needed to fill out the college application.



Show Me How

# Adding Your Email to Naviance

The screenshot shows the Naviance website interface. The top navigation bar includes the Naviance logo and the following tabs: Home, Self-Discovery, Courses, Careers, Colleges, and Planner. A yellow arrow labeled "FIRST" points to the "About Me" tab in the top right corner. Below the navigation bar, the main content area is partially obscured by a dark grey box. A yellow arrow labeled "SECOND" points to the "My Account" link in the "Account" section of the dropdown menu. The dropdown menu is open, showing the following sections: "About Me Home", "Account", "My Account", "You are logged in as Demo DeRocco at Arlington Career Center - Arlington Tech", "Documents and Notes" (with sub-items: Resume, Goals, Portfolio, Journal, Test Scores, Documents Shared with Me), "Surveys" (with sub-items: Surveys from Your School, Game Plan Survey), "COLLEGES" (with sub-item: I'm applying to), "COURSES" (with sub-item: I'm thinking about), and "CAREERS AND CLUSTERS" (with sub-item: I'm thinking about).

NAVIANCE  
BY POWERSCHOOL

Home Self-Discovery Courses Careers Colleges Planner

Welcome, [Redacted]

Search for Colleges [Dropdown]

Typ [Search]

DD About Me

Account

My Account

You are logged in as **Demo DeRocco** at Arlington Career Center - Arlington Tech

Documents and Notes

Resume

Goals

Portfolio

Journal

Test Scores

Documents Shared with Me

Surveys

Surveys from Your School

Game Plan Survey

COLLEGES

I'm applying to

COURSES

I'm thinking about

CAREERS AND CLUSTERS

I'm thinking about


> Go to the "ABOUT ME" tab

> "My Account"

# Adding Your Email to Naviance

- > Go to the "Edit"
- > Add Email

## Contact

 EDIT


**Home Phone**  
-

**Mobile Phone**  
-

**Address**  
-  
-  
-

**Email**



Christopher Newport Univ	
Elon Univ	
Furman Univ	



Directly  
on Colleges'  
Website





# Admissions Options

<b>Regular Decision</b>	<ul style="list-style-type: none"><li>• A set deadline to apply (example Dec.1, January 15)</li><li>• Notified of decisions in March-April</li></ul>
<b>Rolling Admissions</b>	<ul style="list-style-type: none"><li>• You can apply whenever you want</li><li>• Admission is granted on a first-come, first-serve basis, you can apply early for an early notification</li></ul>
<b><u>Early Action</u></b>	<ul style="list-style-type: none"><li>• Non-binding</li><li>• You can apply to multiple schools</li><li>• Admission decision before winter break</li><li>• Students usually have until May 1<sup>st</sup> to commit</li></ul>
<b><u>Early Decision</u></b>	<ul style="list-style-type: none"><li>• Binding, agreement signed by Student, Parent, Counselor</li><li>• You can only apply to <u>one</u> college for Early Decision</li><li>• Admission decision in December</li></ul>

# Matching Common App Colleges-->colleges i'm applying to

NAVIANCE BY POWERSCHOOL

Home Self-Discovery Courses Career **Colleges** Planner

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

Manage Transcripts Application Milestones Compare Me

\* = extended profile available

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application	
George Mason University	RD	Regular Decision 1	February N/A	no request	Pending	?	Unknown	MORE
Virginia Polytechnic Institute and State University	RD	-	N/A	no request	Pending	?	Unknown	MORE

Must have a "Common App" account and Sign the FERPA  
FERPA WAIVER - Check YES (waive) - is recommended.

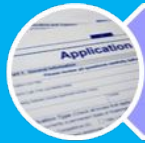
www.commonapp.org

The screenshot shows the Common App interface for Virginia Commonwealth University. At the top, navigation tabs include 'Dashboard', 'My Colleges', 'Common App', 'College Search', and 'Financial Aid Resources' (which is circled in red). The left sidebar contains a 'Virginia Commonwealth University' header and an 'Application' section with three items: 'Questions', 'Recommendations and FERPA' (circled in yellow with a red arrow pointing to it), and 'Review and Submit - Common App'. Below this is a 'Portfolio' section with 'Instructions'. The main content area is titled 'Contact Info' and includes phone, fax, and email details for VCU, along with social media icons. Below that is 'Application Deadlines' with two 'First Year' entries for 'Rolling Admission'. Further down is 'Other Deadline Information' and 'Application Information'.

The **FERPA**  
Is found in  
My Colleges  
tab



# Student Responsibilities



Complete your college applications  
and send SAT/ACT scores



Request Counselor's Recommendation on Google Forms  
**3 weeks prior to deadline**



Submit TRANSCRIPT requests in Naviance  
**3 weeks prior to deadline**



Teacher Recommendations  
First: Personal contact the Teacher Second: Request in Naviance



Follow college visitation procedures if you plan on going  
during the school day, ensure you will not miss a test, etc.



Stay Organized (i.e., create college e-mail address)

# Counseling Responsibilities

Review brag sheets, talk with teachers, know their students

Write requested counselor recommendations

Sends to colleges; school reports, school profile and requested transcripts

Guide you in planning and troubleshoot issues that may come up



# How to Request Transcripts & Recommendations

[yhs.apsva.us/counseling/collegeandcareer/](https://yhs.apsva.us/counseling/collegeandcareer/)

**COMPLETE  
COMMON APP**

**NEED A...  
TEACHER REC?**

**NEED A...  
COUNSELOR REC?**

**NAVIANCE**

**NEED A...  
TRANSCRIPT?**

**SEND STUDENT AND  
PARENT BRAG SHEET**

**COUNSELOR  
GOOGLE FORM**



**REQUEST SHOULD BE  
AT LEAST 3 WEEKS  
AHEAD OF DEADLINE**

# Transcript Requests

Naviance > Manage Transcripts

Colleges Planner

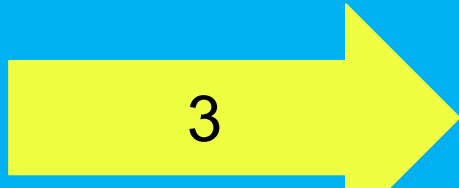
Apply to College  
Colleges I'm Applying to  
Manage Transcripts  
Letters of Recommendation  
Test Scores

Scholarships & Money  
College-Specific Scholarships  
National Scholarship Search  
Scholarship Search  
Favorite Scholarships

Transcript Requests  
Request a college application transcript or other here. When requesting transcripts for colleges, be sure to keep your colleges applications the right transcript at the right time.

2

Confirmation Number	Recipient	Type	Requested	Due	Mailed	Midyear	Final	Confirm receipt
35881273	Christopher Newport University	College App	09/15/22	11/01/22	Pending	-	-	
35616858	George Mason University	College App	08/02/22	02/01/23	Pending	-	-	



What type of transcript are you requesting?

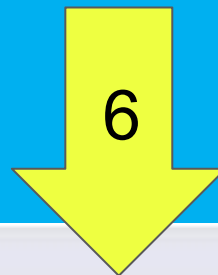
Initial

Where are you sending the transcript/s?

Christopher Newport University

Request and Finish

Recipient	Type	Requested	Due	Mailed
Christopher Newport University	College App	09/15/22	11/01/22	Pending



# Teacher Recommendations

Naviance > College > Letters of Recommendation

The screenshot shows the Naviance website interface. At the top, there is a navigation bar with the following items: Home, Self-Discovery, Courses, Careers, Colleges (highlighted), and Planner. On the right side of the navigation bar, there are icons for a heart, a plus sign, an envelope, and a profile icon labeled 'MY About Me', along with a 'LOG OUT' button. Below the navigation bar, there is a main menu with four categories: 'College Home', 'Research Colleges', 'Apply to College', and 'Scholarships & Money'. Under 'Apply to College', the 'Letters of Recommendation' link is highlighted with a red arrow and a yellow callout box labeled 'Step 1'. Below the main menu, there is a table with the following columns: College, Type, Deadline, Expected Difficulty\*, Transcripts, Office materials, Submission Type, and Application. The first row of the table contains the following data: George Mason University, RD, Regular Decision 1, February N/A, no request, Pending, a question mark icon, and Unknown.

College	Type	Deadline	Expected Difficulty*	Transcripts	Office materials	Submission Type	Application
George Mason University	RD	Regular Decision 1	February N/A	no request	Pending		Unknown

# Teacher Recommendations in Naviance

Letters of recommendation

## Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

**Step 2**

**Add Request**

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
--------------------	----------	----------------	--------	----------------



Your recommendation requests will show up here

You can choose YHS Teachers from the drop down menu.

We highly recommend asking the teacher in-person before sending the request via Naviance

You have to request Teacher recommendations THROUGH NAVIANCE even if it's a coalition, or college's application

Naviance | Student

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!

**Step 3**

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Select which colleges this request is for:\*

Choose specific colleges from your Colleges I'm Applying To list

All current and future colleges I add to my Colleges I'm Applying To list

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

3000 characters remaining

\* Indicates a required field

# Teacher Recommendations

Check Teacher Status

Way to go! Laura Albright will be notified of this recommendation request for 1 colleges.

Letters of recommendation

## Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Recommendation For <sup>^</sup>	Deadline <sup>^</sup>	Recommender(s)	Status <sup>i</sup>	Cancel Request
Christopher Newport University -- required/ 3 allowed/ 1 requested	Feb 01 2012	Laura Albright	Requested	



Add Request

Add Request



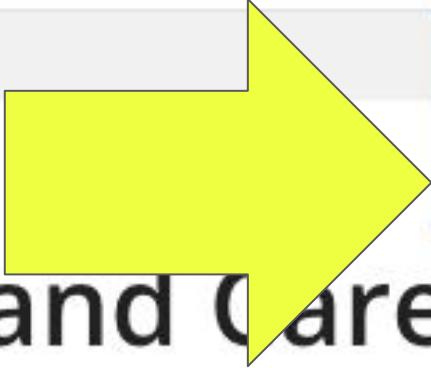
# Counselor Recommendation Requests Google Form

TOOLS [Español](#) [Монгол](#) [አማርኛ](#) [العربية](#) [Disclaimer](#) [Emergency Alerts](#) [Contact Us](#)

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[College and Career Services](#)

**College and Career Services**



COLLEGE VISITS

DIRECTIONS

Recommendation

Financial Aid and  
Scholarships

FORMS

SCHOOL  
PROFILE

PAPER DIGITAL  
FORMS & BRAG SHEETS

WORK PERMIT  
APPROVED

[yhs.apsva.us/counseling/collegeandcareer/](https://yhs.apsva.us/counseling/collegeandcareer/)

# Requesting Counselor Recommendations



## Yorktown Counselor Recommendation Request Form

Please fill out this form for **EACH college/university** you are requesting a counselor letter of recommendation. Please be sure you have added these schools into your Naviance account under the "College I am Applying To" tab and **request your transcripts in Naviance**. Email your counselor if you have any questions.



Email \*

Your email

Student First Name \*

Your answer

### THINGS TO REMEMBER:

- Make sure you have your email in Naviance
- Provide the deadline that the college has given you.
- Please do not request a rec letter if your college does not want one
- please give us at least 3 weeks to complete a rec letter

# College Visits

Colleges -> Research Colleges -> College Visits

The screenshot shows the Naviance Student dashboard. At the top, there is a navigation bar with 'English', 'Give feedback', 'No new messages', and 'LOG OUT'. Below this is the 'Naviance | Student' header. A search bar is present with the text 'Search For Colleges' and a search icon. The main content area is divided into several sections: 'Seniors Message' with a 'Welcome Seniors!' heading and a 'Read more' button; 'My Favorites' with three items: 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', and 'CAREERS AND CLUSTERS I'm thinking about'; and 'Important To-Dos and Tasks' and 'What's New' sections at the bottom. A dropdown menu is open over the 'My Favorites' section, showing options: 'Back Research Colleges', 'I'm Thinking About', 'College Compare', 'College Resources', 'Acceptance History', 'Enrichment Programs', 'College Maps', and 'College Visits'. A red arrow points to the 'College Visits' option.

## FALL 2022

Boston College  
Boston University  
Colby College  
James Madison University  
Johns Hopkins University  
Louisiana State University  
Northwestern University  
Oberlin College  
The University of Alabama  
University of California-Los Angeles  
University of Georgia  
University of Kentucky  
University of Richmond  
University of Southern California  
University of Vermont  
VCU  
UVA  
Virginia Tech

# College Visits

The screenshot shows the Naviance Student interface. At the top, there is a navigation bar with 'Home', 'Colleges', 'Careers', 'About Me', and 'My Planner'. Below this is a 'College Visits' section with a search bar. The main content area displays a list of visits for October 18th. Each entry includes the date and time, the college name, the location, and a 'View Details' link. The 'William & Mary' entry is marked as 'REGISTERED' and has a 'Register Now' button. The 'University of Pittsburgh-Pittsburgh Campus' entry also has a 'Register Now' button.

Date	Time	College	Location	Status	Action
OCTOBER Tue 18	09:56AM	Michigan State University	107 Office of College and Career Services		View Details
OCTOBER Tue 18	01:41PM	Christopher Newport University	107 Office of College and Career Services		View Details
OCTOBER Tue 18	02:30PM	Auburn University	107 Office of College and Career Services		View Details
OCTOBER Tue 18	05:00PM	William & Mary	Virtual; Virtual Visit (Link available at visit time)	REGISTERED	View Details
OCTOBER Tue 18	06:00PM	University of Pittsburgh-Pittsburgh Campus	Virtual; Virtual Visit (Link available at visit time)		Register Now View Details

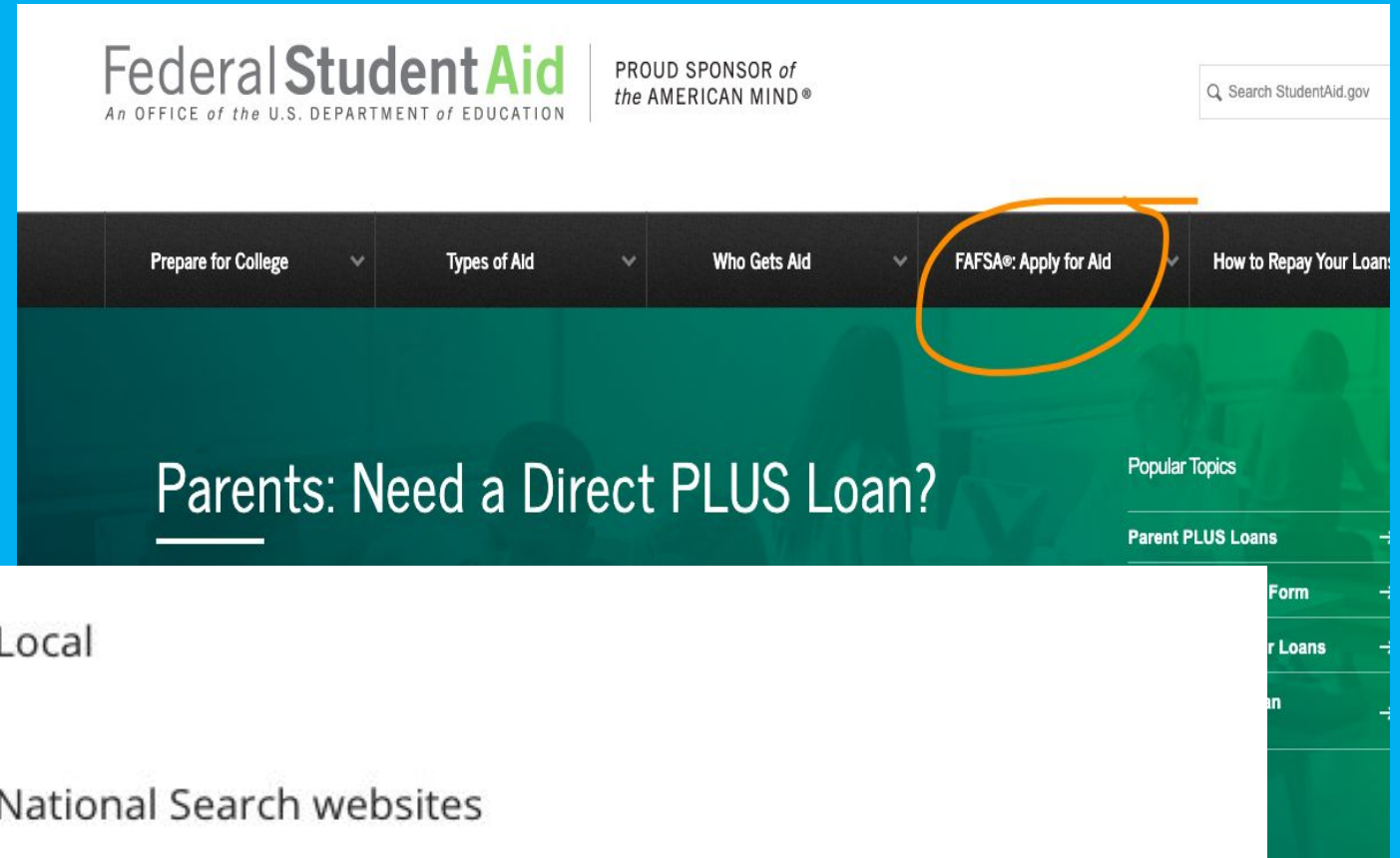
Sign up not later than **2 days before**. You are responsible for all missing work and **letting your teachers know** of your absence **in advance**.

Register. Be mindful of deadlines & Capacity!

# Scholarships and Financial Aid

**FAFSA:** studentaid.ed.gov

- FAFSA Opens Oct. 1
- YHS Workshop-Oct. 6



Find on YHS  
College and  
Career Page



Financial Aid and  
**Scholarships**

1. Local
2. National Search websites
3. Directly on the college's website under FINANCIAL AID and Cost

# Transcript Review

- You will be receiving a copy of your transcript today.  
Review transcript for any errors
- If you find an error, circle or highlight it and return it to Ms. Falbo in Counseling to be corrected.
- Please return to Counseling Office no later than Monday, September 19th

# Transcript Changes

- Summer School Courses
- Repeated Courses
- Missing Virtual Courses

Grade: 11			Grade: 12		
Course	Final	Credit	Course		Credit
Algebra II	E	0.00	Alg. Functions & Data Analysis		
Film Study II	B	0.50	Digital Photo II		
English 11	D	<del>1.00</del>	US & VA Govt		
Physics	D+	1.00	English 12		
American Sign Lang II	C	1.00	Astronomy		
Film Study	B	0.50	Algebra II		
Digital Photography I	A	1.00	Economics & Personal Finance		
US & VA Hist	C+	1.00			
SS-English 11	B	1.00			
Earned Credit: 7.00		Absences: 15.00	Earned Credit:	Absences:	
Attempted Credit: 8.00			Attempted Credit: 7.00		

*remove credit*




# SUBMIT Transcript Changes

Middle school grades: **MONDAY, SEPT 19** is the very last day to submit  
**FORM is found College & Career page>Forms and Brag Sheets**

Year:	School Year	Grade: 07	Year:	School Year	Grade: 08
<b>Building:</b> Williamsburg Middle School			<b>Building:</b> Williamsburg Middle School		
3600 N Harrison Street, Arlington, VA, 22207 (703) 228-5450			3600 N Harrison Street, Arlington, VA, 22207 (703) 228-5450		
<b>Email:</b>			<b>Email:</b>		
Course	Final	Credit	Course	Final	Credit
Spanish I	B	1.00	World Geography	B	1.00
<b>Earned Credit:</b> 1.00		<b>Absences:</b> 3.00	Algebra I	B	1.00
<b>Attempted Credit:</b> 1.00			Spanish I	B+	1.00
			<b>Earned Credit:</b> 3.00		<b>Absences:</b> 4.00
			<b>Attempted Credit:</b> 3.00		

Remove credit



Find All Forms on YHS  
College and Career  
Page

# SOL & Verified Credits and Test Scores

Standard Diploma = 1 English, 1 Reading, 1 Math, 1 Science, 1 History = 5 Verified Credits

SOL Verified Credits:			*****Graduation Requirements		GRD/PTS	RG	AP
Algebra I: 1	Algebra II: 1	Earth Science: 0	MINIMUM CREDITS REQUIRED IN	9TH-12	A EXCELLENT	4	5
Biology: 1	Chemistry: 1	ENG: Reading: 1	STANDARD DIPLOMA	22	B+ ABOVE AVG	3.5	4.5
ENG: Writing: 1	Geometry: 1	US History: 1	ADVANCED STUDIES DIPLOMA	24/25	B ABOVE AVG	3	4
World Geog.: 1	World History I: 0	World History II: 1	*****ACCREDITATION		C+ AVERAGE	2.5	3.5
			SOUTHERN ASSOC. FOR SCHOOLS & COLLEGES		C AVERAGE	2	3
					D+ BELOW AVG	1.5	2.5
					D BELOW AVG	1	2
					E FAILURE	0	0

Credit Summary: Cumulative GPA:	DE-: Dual Enrollment Course	SS-: Summer School Courses
Credits to Date: 24.00	Does the school/program rank? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Standard 10.00 Verified		

SAT Highest Combined Score:	ACT Composite Score:
-----------------------------	----------------------

Total number of verified credits. That's enough for an Advanced Diploma!

Students who transfer this school year - See your counselor for requirements

TEST SCORES

# DIGITAL PRESENCE



**SOCIAL  
MEDIA**



# Reminders:

- ★ Counselors Need the Google Form **and** Naviance Transcript request.
  - Make sure Naviance is accurate before submitting your transcript request!
  - Add **NCAA** to Naviance for student athlete transcripts
- ★ You can **submit your application BEFORE** we submit ours--don't wait for us
- ★ Please remember the 3 week deadline for recommendation letter requests



# What Should I Be Doing Now?

- Complete **Brag Sheets** (Student/Parent/Teacher)
- Create Accounts** in a Common App &/or Coalition
- Sign FERPA** in the Common App FERPA Release Authorization
- Match** Common App with Naviance
- Finalize** “Colleges I’m Applying To” list
- Request **teacher recommendation(s)** and send request in Naviance
- Submit **Counselor Recommendation** Google Form
- Submit **Transcript Request** on Naviance
- Any athletes need to register through the NCAA Eligibility Center add in Naviance