

College News

NOVEMBER 2014



Ordering OPHS Transcripts



Some important notes to remember about transcripts

- The OPHS Counselors must meet with students before they submit their first transcript order. This is to insure transcripts are being ordered correctly, and to make sure they aren't being ordered for schools that do not require them. Once the student's counselor has reviewed the process with them and signed off on the first order, it is not necessary to get approval for subsequent orders.
- Most UC & CSU's campuses do not require transcripts at the time you apply. However, CSU's have begun situational asking for them so you should always double-check to make sure.
- Most private/independent colleges and universities will require an official high school transcript (though 6 semesters) as part of their application process.
- Most Junior Colleges will require an official high school transcript as part of their application process.
- Many scholarship applications will also require an official transcript.
- February will be the month when most private/independent schools require students to send Mid-Year Grade reports (i.e. 7th semester transcripts). Some state schools may also request transcripts at this time if they are seeking supplemental information. For those schools who will require them you should pre-order them and submit your requests at the same time you bring in all of your materials with the "Counselor's Application Checklist."
- Once you commit to attend a school you will be asked to send a final (8 semester) transcript to that school!

► MATCHING YOUR COMMON APPLICATION WITH NAVIANCE

Naviance gives Oak Park High School's Counselors and Registrar the ability to submit your transcripts and letters of recommendation to your Common Application schools electronically. However, before we can do this - you must match your Common Application account with your Naviance account. To view a video on Matching Naviance account with your Common Application click on the following link to view the video: <https://vimeo.com/102639828>



In Naviance you can check the "**colleges I'm applying to**" page in Naviance to determine what kind of document transmission format your school(s) prefers.



This is a Common App school and will require mid-year transcript. All transcripts will be transmitted electronically to these schools.



This is an electronic school. If they require a transcript or any other supporting documentation it can be transmitted electronically via Naviance eDocs.



This is not an electronic school. If they require a transcript or other supporting documentation it must be mailed via USPS. If your school or destination is not on the naviance.docufide list then you may either provide a stamped pre-addressed envelope to the Registrar, or we will put the transcript in a sealed envelope for you to pick up and mail yourself. Please review the items at the bottom of the page for this option.

► For your non-Common App schools please check the following web link to view the list of destinations that accept Naviance eDocs electronic transmission of documents: [Naviance eDocs Destinations](#) If your school/destination is on this list make sure you have added it to your list of "active applications" in the "colleges" section of Naviance.

Note: you must still pay for electronically submitted transcripts.

► If your school or destination is not on the Naviance eDocs list then you may either provide a stamped pre-

addressed envelope to the Registrar, or we will put the transcript in a sealed envelope for you to pick up and mail yourself. Please review the options below, and indicate which you prefer on the Transcript Request form.

➡ If this transcript is for the **NCAA** please make sure you list the NCAA on our Transcript Request form, and provide your clearinghouse registration number.

➡ **Transcript Fees - to be paid at the OPHS Student Store:**

\$2 for an unofficial transcript

\$5 for an official transcript – all current students & alumni (with 2 weeks' notice)

\$10 for an official transcript (with less than 2 weeks' notice)

\$20 for an official transcript (emergency requests ready within 48-72 hours)

Check the option(s) that apply to your transcript order.

____ I have reviewed the electronic transmission information above and understand that my transcript will be submitted electronically. Please indicate **(ED)** below next to the schools/NCAA destinations that will be sent electronically.

____ Hold in the Counseling Office for me to pick-up. I understand that I am responsible for picking up and mailing the transcript(s). Please indicate **(H)** below next to the schools/destinations that you want your transcript "held" for.

____ Please mail my transcript(s) and any other related documents in the pre-addressed, stamped envelope(s) I have provided to the OPHS Registrar. I understand that I am responsible for putting the correct mailing address and postage on the envelope(s). I will leave the return address blank on the envelopes I provide. Please indicate **(PA)** below next to the schools/destinations that you have provided pre-addressed, stamped envelopes for.

____ Give transcript(s) to my Counselor as part of my college/scholarship/summer program application(s). I have discussed this option with my Counselor. Please indicate **(C)** below next to the schools/destinations that you want given to your Counselor.

- **Please list all the schools, NCAA and/or other destinations you want transcripts for below.**
- **Make sure to include the corresponding code (ED, H, PA or C) for each item.**
- **For the NCAA please provide your Clearinghouse registration number.**

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

➡ **Download/Print the form below, complete it and take it with you to the Student Store to pay for your transcripts.**

➡ **Seniors, for initial transcript orders this form is part of your required "Counselor's Meeting". Your counselor must review and sign-off on your transcript requests before you take the form to the Student Store to pay.**



[Click Here to Print Transcript Request Form](#)

The Family Educational Rights and Privacy Act (FERPA)

➡ Something new on the Transcript order form this year is the completion of the "FERPA" waiver. In the past we simply asked students to complete this in Naviance, but the release of records authorization process has now been moved to the Common Application. Since many of our students will not be applying to colleges that use the Common Applications, or will be ordering transcripts for other purposes (i.e. scholarships, NCAA etc...), we will now be including the following release authorization language on all transcript order forms.

The questions you will see below relate to your educational records. The first pertains to the transmission of your educational records from your secondary

school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.

After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

I have fully read and understood the FERPA Release Authorization explanation above

I authorize Oak Park High School to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

If you do not waive your right please check below:

I have chosen not to waive my right to review my recommendations and supporting documents. I understand that my decision may lead my counselors or teachers to decline to write recommendations on my behalf. I also understand that my decision may lead colleges to disregard any recommendations submitted on my behalf.

Mandatory:

I understand that my waiver or no waiver selection above pertains to all colleges, scholarships, NCAA or other entities to which I am applying.

SAT, ACT & AP Score Reporting

How are students supposed to report their scores?

1. Students are responsible for self-reporting their scores in each of their college applications. This also includes the NCAA Clearinghouse as well.
2. Students are responsible for sending official score reports (from either the College Board or the ACT) to all the schools they're applying to.

FYI - these scores are not posted on the OPHS transcript!

What is "Score Choice?"

The ACT has always provided Score Choice as a score reporting option. The College Board has also instituted Score Choice, whereby students can choose which scores to send, either by test date for the SAT Reasoning Test or by individual test for the SAT Subject Tests. It's important to note that each time you sign up for a standardized test (ACT or SAT); you have the option of releasing the scores to 4 schools. In truth, most colleges only use a student's highest test scores to make their final admission decision. Therefore, sending all your scores will rarely have a negative impact on your application for admission. However, if you choose to send only the scores from your highest test sittings, Score Choice allows you to do so.

In summary, if you decide not to use the ACT or College Board's Score Choice options, all of your scores will be sent to your recipients, but students should still feel comfortable sending all scores, since most colleges consider a student's best score.

CSU & UC Score Reporting Procedures:



Scores can be transmitted electronically from the ACT website: www.actstudent.org/scores/send/index.html

- For the **CSU** system, students can save money by using the **ACT Manager** Score reporting feature in CSU Mentor. This feature allows students to pay for one score to one CSU campus, and then use ACT Manager to forward the score to the other CSU campuses they're applying to.
- For the **UC** system, students simply need to send one official score report from the ACT to one UC school and then all 9 campuses will be able to access their scores.



Scores can be sent electronically from the College Board website: www.collegeboard.com/student/testing/sat/scores/sending.html

- For the **CSU** system, when releasing **SAT** scores you can save money by paying for just one score report and using the CSU Mentor school code **3594**. This code will send score reports to all 23 CSU campuses for the price of one score report.
- For the **UC** system, students simply need to send one official score report from the College Board to one UC school and then all 9 campuses will be able to access the scores.



[Click here](#) for instructions on sending your SAT or ACT scores to the NCAA.

What is Super Scoring on the SAT Test? Can it help me?

Over time, the College Board and the college admissions officers have made their approach to the SAT Test more flexible. In an effort to allow students to show themselves off at their best, the College Board and college admissions officers have allowed them to highlight their best efforts on the SAT Test. This began with the College Board's re-introduction of score choice in 2008, whereby students could elect to send or withhold their SAT Test score after seeing the results. This eliminated the stressful gamble of trying to guess how you did on the SAT Test and if you wanted the world to see that score before you knew the results.

Furthermore, taking after a practice that college admissions officers employ themselves, you now have the informal flexibility to consider your SAT Test results through the awesome lens of Super Scoring. Super Scoring involves taking the highest section scores from multiple SAT Test sittings and creating a composite. Although the College Board itself does not take on this practice, unlike score choice, it has become commonplace in the college admissions process. The common application even has a section now where you can super score your tests.

Super Scoring works as follows: Let us say you took the SAT Test in March and scored 600 on Critical Reading, 650 on Math, and 550 on Writing, for a composite SAT Test score of 1800. Then, let's say you took the SAT Test again in October and scored 650 on Critical Reading, 600 Math, and 600 on Writing, for a composite SAT test score of 1850. Now with super scoring you can poach your best section scores from each SAT Test date to create a beautiful Frankenstein test. In this case your Super Score composite would be 650 on Critical Reading (from the October SAT Test), 650 on Math (from the March SAT Test), and 600 on Writing (from the October SAT Test) for a composite Super Score of 1900. Most schools' college admissions officers super score your SAT Test results when evaluating your application, a wonderful fact that lets your achievements shine as brightly as possible.

Do any colleges use Super Scores on the ACT?

Until recently, most schools only practiced superscoring for the SAT. However, in recent years the ACT has caught up to the SAT in terms of the number of students taking the test, and last year the number of ACT test-takers surpassed the number of SAT test-takers for the first time ever. Superscoring the ACT is when you take the best subscores from multiple test dates (i.e. the best English, best Math, best Reading and best Science) and take a NEW average for the composite score. Click below for a list of colleges that superscore the ACT.



[Colleges that superscore the ACT](#)

AP[®] Advanced Placement Score Reporting

Colleges do not require official AP score reports as part of the initial college application process. They only need to self-report them as part of the college application. However, once a student has committed to a college/university and they now want to claim the AP credit, they must request an official score report sent to their school.

Viewing and Sending AP Scores Online

By July you will be able to view your AP scores online and submit an online request for additional score reports for colleges, universities, and scholarship programs. You will not receive scores in the mail. Visit apscore.org to learn what you need to do to be ready to get your scores in July. Your online score report will include all of your AP scores, if you've tested in the last four years. The fee for additional score reports ordered online is \$15 per report. The fee for rush processing for additional score reports ordered online is \$25 per report. If you need to send your scores (2012 and earlier) to colleges before the online service is available in July, you can make your request by mail or fax: see Additional Score Reports below for details. If you have not taken an exam in the past four years, you must use the archive score reporting service (see below for more information).

Other AP Score Reporting Options:

AP scores can also be ordered by mailing or faxing a signed, written request to AP Services at:

AP Services
P.O. Box 6671
Princeton, NJ 08541-6671
Fax: 610-290-8979

When requesting these score reporting services from AP Services, you must include the following information in your request:

- The score reporting service(s) you are requesting
- Your full name, home address, phone number, gender, date of birth, AP number(s) and Social Security number (if you provided it on your answer sheet)
- The name and address of your school
- The full name of the exam(s) for which you are requesting the service (e.g., "English Literature and Composition," not "English") and the year(s) you took the exam(s)
- A credit card number and expiration date, or a check or money order for the exact amount due (make checks and money orders payable to AP Exams)
- When requesting additional score reports: the name, city and state, and four-digit college code(s) of the college(s) you would like to receive the report

For more information about AP Score Reporting go to the following

link: <https://apstudent.collegeboard.org/takingtheexam/score-reporting-services>