

Private College Application and Admission Process

April 1, 2026
Ms. Yeager and Mr. Rebello

Agenda

- **Introduction to Application Process at Sequoia High School**
 - What colleges fall under the process?
 - Naviance and SHS Counseling role
- **The Common Application**
 - What is it?
 - Parts of the application
 - FERPA
- **Components of the Application Process**
 - Deciding to apply early?
 - GPA and test scores
 - Letters of recommendation
 - School Report
- **Researching College: Deciding What Schools to Apply to**
- **Keeping organized**
- **Process at Sequoia for Fall 2026**
- **Other important information**
 -

What Colleges Fall Under This Required Process? It is not just Private Colleges!

Any College that require Sequoia High School to send documents beyond a transcript including:

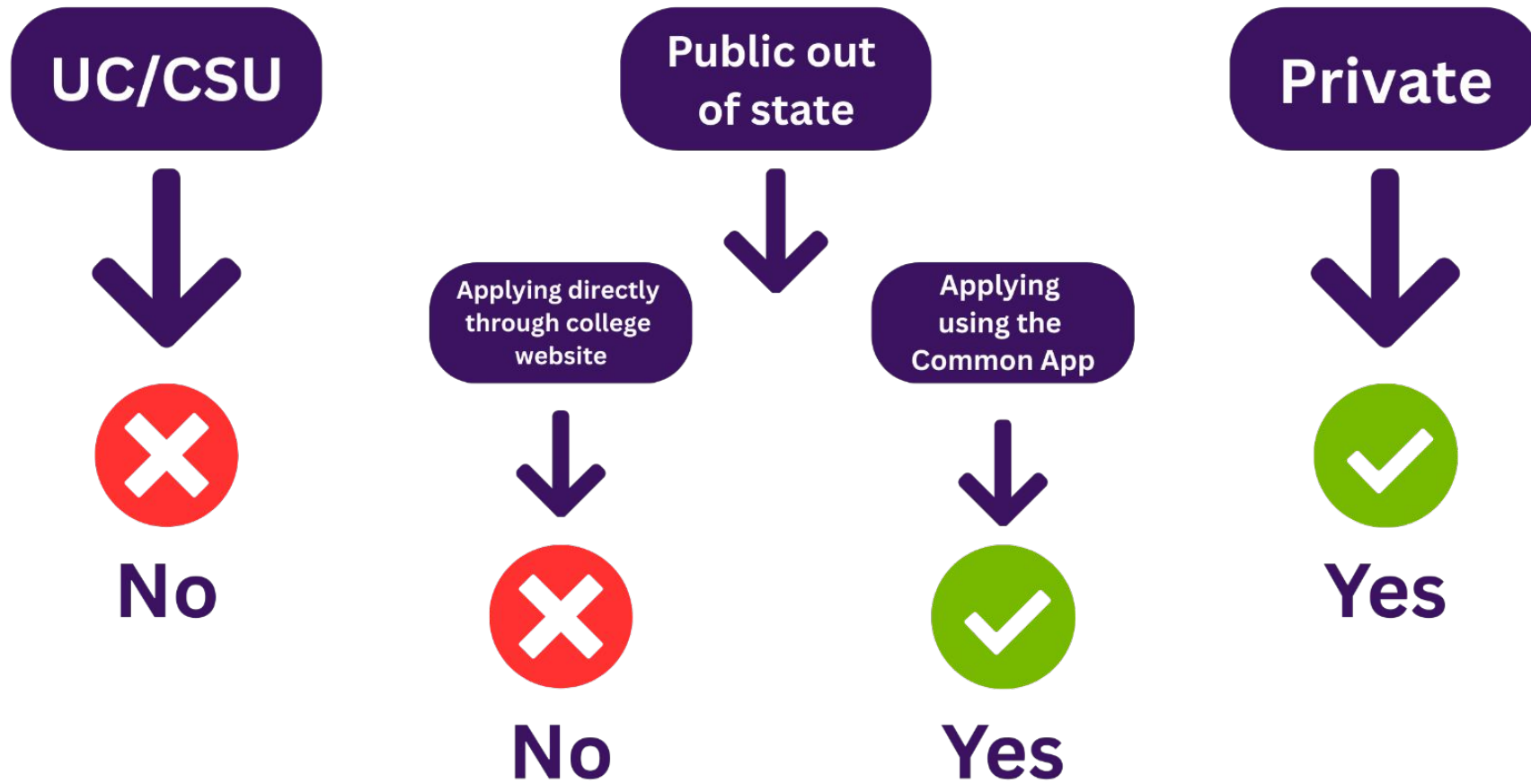
- Letters of Recommendation (LOR)
- Counselor Letter and/or School Report (SR)
- School Profile
- Mid-Year and Final Report

Types of Colleges Included

- Colleges Using The Common Application (includes both private and public schools)
 - University of Michigan and University of Colorado, Boulder
- Individual Private and/or Out of State Colleges
- Free applications offered by a college

Students Need to Understand

- It is the student's responsibility to understand what documents are required for each school he/she is applying.



Role of Naviance and Sequoia's Staff in The Application Process

Sequoia is a Naviance school. A student MUST WORK with Sequoia's Staff and Naviance website in order to complete the Common Application and any other private college application.

-Even if you are working with an independent counselor outside of school

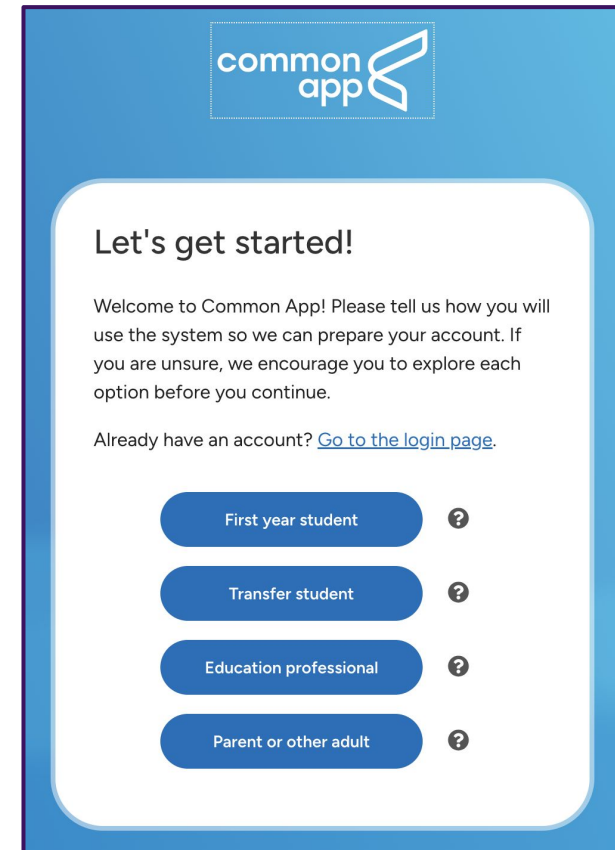
Students link their Common App accounts with their Naviance accounts

ALL REQUIRED College Application Documents are sent through Naviance

The Common Application

What is the Common Application?

- 1,100+ College members
- One basic application for multiple colleges
- Only list personal info, activities, personal statement, awards, etc. once
- Schools complete one document and goes to all



Common Application Account

- Students are encouraged to get a Common Application early and add colleges (next year will transfer to your Naviance account)
 - can create as a junior
 - if you create before August 1st, you can rollover your information by selecting “other student” on registration page
- Students can complete the demographic parts and the activities part in summer
- Some of the ‘Education’ section will be completed in the fall (class size, GPA)
- **Must add Sequoia High in the “Education’ section to sign FERPA (on/after Aug 1st)**
- ‘Dashboard’ tab will help you organize what each college requires

Components of the Common Application sent to most colleges (Non Common App Private Colleges too)

Application (Including Supplemental Questions)

- Completed and sent by **student** through Common App (not Naviance)

Letter of Recommendation

- Requested by **student**. Completed and sent by **teachers** through Naviance

Official Sequoia Transcript

- Sent by **counselor** through Naviance

School Profile

- Sent by **counselor** through Naviance

School Report (SR)

- Requested by **student**. Completed and sent by **counselor** through Naviance

Mid Year Report (MYR) and Final Report (FR)

- Automatically completed and set by **counselor** through Naviance

Use the Common Application to Help You Understand What is Required by Each Individual College

Common Application “My Colleges” Tab

1. Click on “compare application requirements”
2. the grid will display all application requirements
 - a. Counselor Recommendation
 - b. Teacher Recommendation
 - c. Other Recommendation

The screenshot shows the 'My Colleges' tab in the Common Application interface. At the top, there is a header 'My Colleges' with a '+ Add a college' button. Below this is the 'Overview' section. A link labeled 'Compare application requirements' with an external link icon is circled in red. To the right of this link is a 'Sort by: College name' dropdown menu. Below the link is a grid of college entries. The first entry is for Arizona State University (ASU), showing the university logo, the name 'Arizona State University', a link to 'Add your term or admission plan', and the status 'Application - In progress'. Below the entry is a 'Show more details' button with a dropdown arrow. The second entry is for Boston University, showing the university logo, the name 'Boston University', a link to 'Add your term or admission plan', and the status 'Application - In progress'. Below the entry is a 'Show more details' button with a dropdown arrow.

Application requirements

Scroll for more information

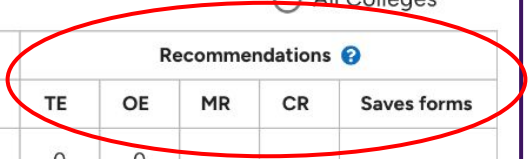
Download requirements grid

Search

My Colleges Only

All Colleges

| College name ↑ | RD/Rolling | App fees ? | | Common App ? | | Supplements ? | | Minimum standard test required ? | | | Recommendations ? | | | | |
|--|------------|------------|-------|--------------|-----|---------------|----|----------------------------------|-----------------------------|--|-------------------|----|----|----|-------------|
| | | US | Int'l | PE | C&G | Portfolio | WS | Test policy | SAT/ACT tests used | English proficiency | TE | OE | MR | CR | Saves forms |
| Arizona State University | 7/27/2026 | \$80 | \$85 | | ✓ | | | Flexible | See website | See website | 0 | 0 | | | |
| Boston University | 1/5/2026 | \$80 | \$80 | ✓ | | SR | | Never required | See website | See website | 1 | 0 | ✓ | ✓ | ✓ |
| Duke University | 1/5/2026 | \$85 | \$85 | ✓ | | SR | | Never required | See website | See website | 2 | 0 | ✓ | ✓ | ✓ |
| Harvey Mudd College | 1/5/2026 | \$70 | \$70 | ✓ | | | | Never required | None | Cambridge English or Duolingo or IELTS or TOEFL | 2 | 0 | ✓ | | |
| Loyola Marymount University | 3/1/2026 | \$75 | \$75 | ✓ | ✓ | | | Never required | See website | Duolingo or IELTS or TOEFL or PTE | 1 | 0 | | ✓ | |
| North Carolina State University | 1/15/2026 | \$85 | \$100 | ✓ | | | | Sometimes required | See website | See website | 0 | 0 | ✓ | | |
| Ole Miss - The University of Mississippi | 6/1/2026 | \$75 | \$75 | | | | | Sometimes required | See website | Cambridge English or Duolingo or IELTS or TOEFL or PTE | 0 | 0 | | | |
| Santa Clara University | 1/7/2026 | \$75 | \$75 | ✓ | | | | Never required | See website | See website | 1 | 0 | ✓ | | |
| | | | | | | | | | SAT without essay or | | | | | | |



“Dashboard” Tab: Allows you to see detailed individual college requirements

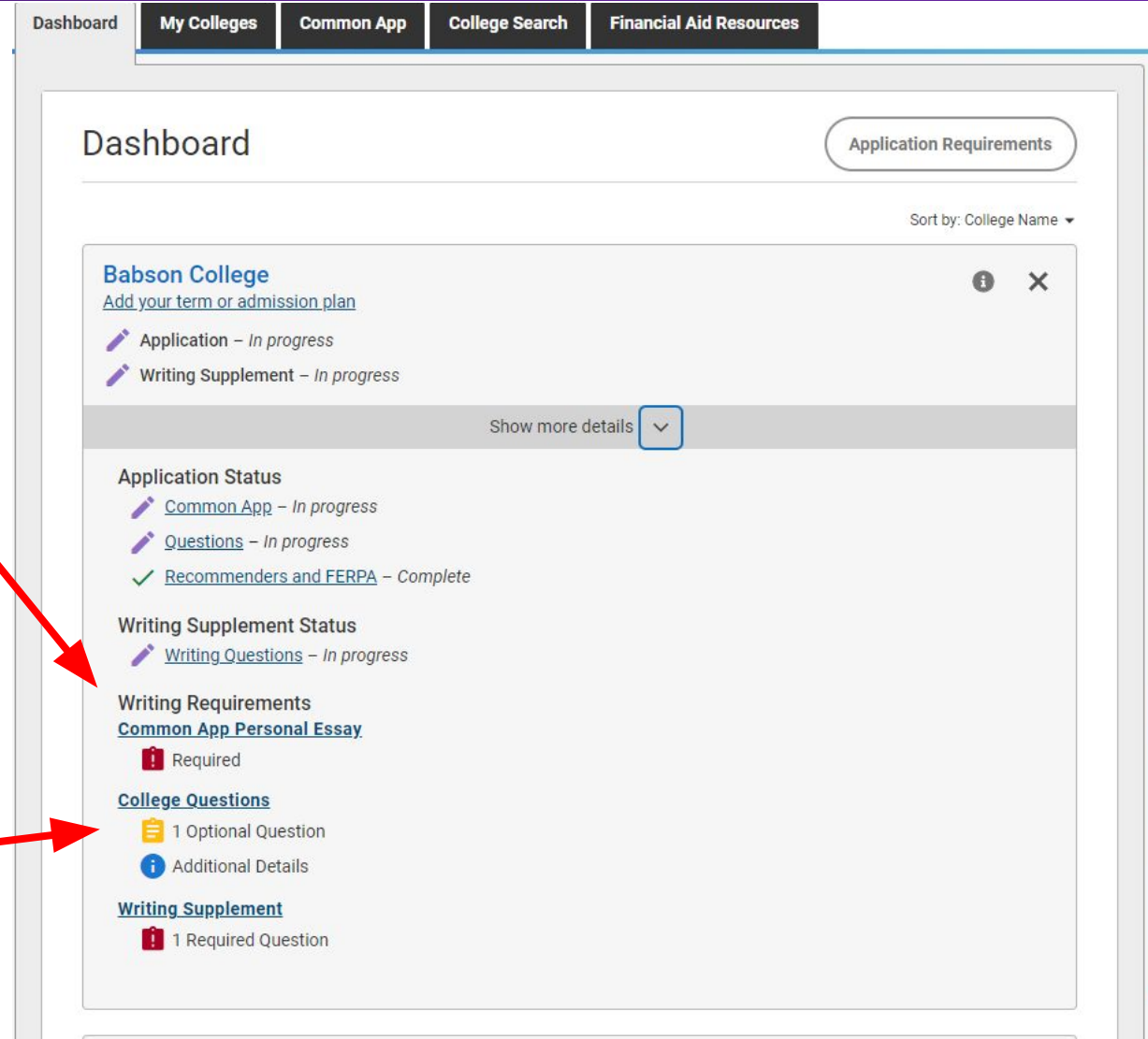
Personal Essay (PE)

-Part of the common App, will use same essay for all colleges

Supplemental Writing

Requirements and content specific to each college

- College Questions
- Writing Supplements



Do You Need To Use The Common App (CA)

YES If you are applying to a school that needs a letter of recommendation and/or a school report (counselor report)

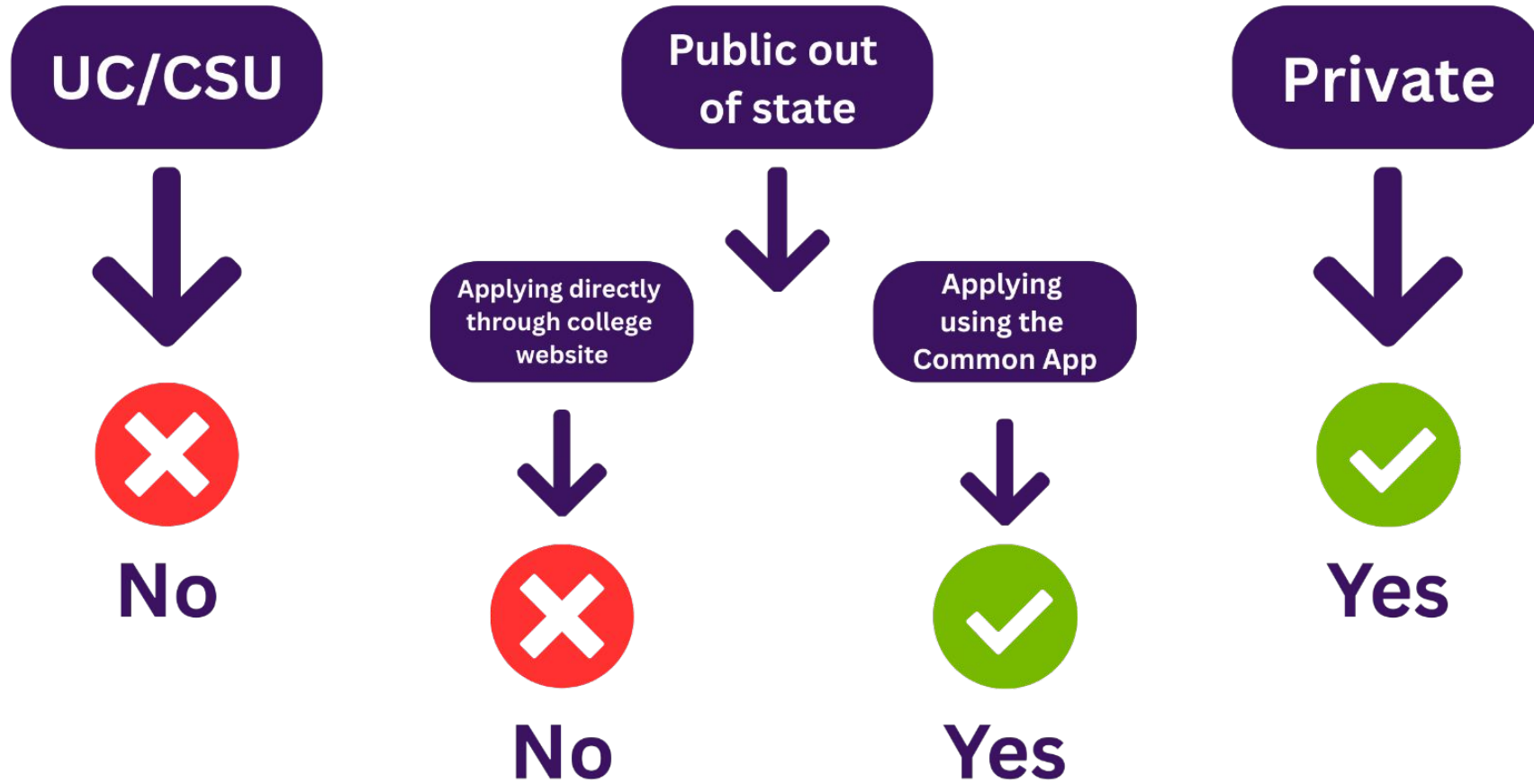
NO If the only schools you are applying to on the Common Application do not need a letter of recommendation and/or school report

- EXAMPLE – Student applies to UC, CSU and University of Oregon
- Other common colleges on CA that do not need documents sent by Sequoia – Oregon St, Arizona St, University of Arizona

RECOMMENDATION

Between now and the first of September 1st create a college list.

- If any of the schools on your list require a letter of recommendation and/or a counselor report and letter, prepared to go through the process addressed in this presentation



What is FERPA?: Family Ed. Rights and Privacy Act How is it used on the Common Application? How is it used on other college applications?

FERPA gives you the right to review confidential letters of recommendation under certain circumstances.

In the application, you'll be asked if you want to waive this right. Why would you want to do that?

- So colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.

Consequences For Not Waiving FERPA Rights

- Some teachers will refuse to write your letter.
- All SHS counselors will not write letter.
- Some colleges will not read your Letters of Recommendation (LOR)
- You only are allowed to see LOR for schools you were admitted

Sequoia **STRONGLY RECOMMENDS** that you waive your rights!

What About The Coalition Application?

- Similar to Common App but not used by all colleges (no Coalition exclusive colleges)
- Best to choose one over the other

Application Plans

Regular Application

- Students submit an application by a specified date and receive a decision in a clearly stated period of time.
- NON-BINDING

Rolling Admission

- Institutions review applications as they are submitted and render admission decisions throughout the admission cycle.
- NON-BINDING

Early Action (EA)

- Early action plans are similar to early decision plans, but are NON BINDING
- Students apply by the EA deadline- usually November or December, and receive a decision of admission, denial, or deferral in December or January
- Under these plans students may apply early action to other colleges
- Usually, you have until the late spring to let the college know your decision

Early Decision (ED)

- Early decision plans are BINDING.
- Students can only apply early decision to one school- TOP CHOICE
- If admitted, a student is bound to attend that institution.
- You may apply to other colleges through the regular admission process. If you're accepted by your first-choice college early, you must withdraw all other applications.

Restrictive Early Application (REA)

- Single-choice early action or restrictive early action
- Candidates may not apply early (either early action or early decision) to any other college.
- Students can still apply to other colleges under **REGULAR DECISION**
- Students are not required to give their final answer to the restricted early application college until the Spring.

Restrictive Early Action or Regular Decision

TOPICS

Overview

**Restrictive Early
Action**

Regular Decision

Withdrawal of
Application

Home » The Application Process » Restrictive Early Action or Regular Decision » Restrictive Early Action

Restrictive Early Action

Restrictive Early Action is a non-binding early application option for students who have completed a thorough college search and are confident Stanford is their first choice. Admission decisions are released by December 15, and admitted students have until May 1 to respond to their admission offer, which allows them to compare financial aid awards across institutions. To students who apply for financial aid, Stanford provides an estimated award at the time of admission. The application deadline for Restrictive Early Action is November 1.

3 Possible Restrictive Early Action Admission Decisions

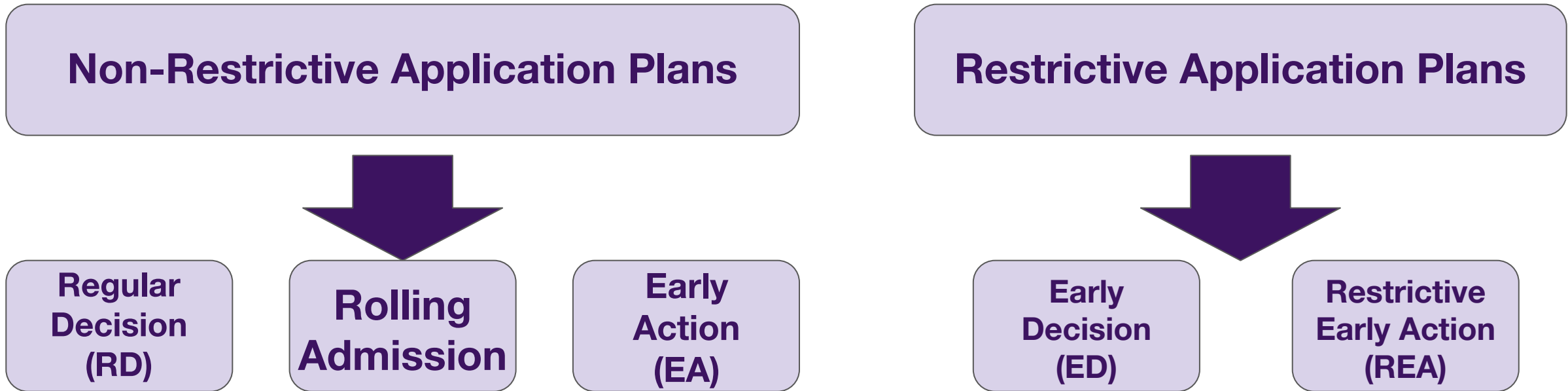
1. Applicant is admitted and has until May 1 to respond to the admission offer.
2. Applicant is denied and may not reapply for Regular Decision admission in the same year.
3. Applicant is deferred to Regular Decision and will receive a final decision by April 1.

Stanford's philosophy is to make final decisions whenever possible. As a result, only a small percentage of Restrictive Early Action applicants are deferred.

Restrictive Early Action Policy

- » Applicants agree not to apply to any other private college/university under an Early Action, Restrictive Early Action, Early Decision or Early Notification program.
- » Applicants may apply to other colleges and universities under their Regular Decision option.

Application Plan Overview



Should you Apply Early?

Benefits

- You have done all your college research and you know where you want to apply (ED)
- You feel your application shows you at your best without senior year
- You are not rushed when completing your application
 - **The applicant pool is more competitive in early applications**
 - you need to present yourself in the best possible way to have a chance

Maybe Reconsider

- A student who would benefit from showing success in your senior year coursework (Increase your GPA)
- You may want to keep your options open during senior year as you learn more about colleges and your own preferences
- Understand: Some colleges that DENY you early, do not DEFER you to the Regular Decision pool of applicants

ONLY APPLIES TO Early Decision

- Worried about paying the bill and want to weigh in all financial aid packages offers before deciding

Teacher Letter of Recommendation and School Report (Counselor Report and Letter)

School documents that help colleges learn about the applicant

Teacher Letter of Recommendation (LOR)

Purpose of a Teacher Letter of Recommendation

Helps a college learn about a student's academic and social skills in the context of a classroom.

Where does the teacher get the information to write your LOR?

Classroom observations

Your actual class assessments

Teacher LOR Survey on Naviance

Teacher Letter of Recommendation (LOR)

Who to ask? It can depend on -

- Your major
- What you want to highlight in your applications
- Class you made a significant impact in and the teacher can verify that impact in his/her letter
- When you are applying? (junior and/or senior)
- **THE REQUIREMENTS/RECOMMENDATIONS OF THE COLLEGE**

How many?

- Depends on the college
- Do NOT go over the limit - they will not read all of them which means they may skip the one you really wanted them to read

STRONG ADVICE FROM TEACHERS

Your answers in the Teacher Letter of Recommendation (LOR) Survey on Naviance must be very specific and as complete as possible.

If you are using a junior teacher, complete the survey in June or before (if teacher has own deadline).

Counselor School Report (SR)

A form completed by your counselor that puts a student in the context of their school usually includes ***Counselor Recommendation***

- The counselor describes the student within the whole community
- All-Encompassing; Counselor summarizes the whole student

If the student looks like everyone else, why this student...?

What Does it Mean When Colleges Look at You in the Context of Your School and Community?

College Admissions: Compared an applicant to other students at SHS

- Look at how an applicant used/took advantage of the resources available to him/her

How do colleges put the student in the context of your own school?

- School Profile
- School Report (Counselor Report and letter)
- LORs
- Application


EXAMPLE: SHS offers X # of IB Courses and Applicant is taking Y#

School Profile

Helps colleges understand our school policies and in turn helps them put a student in the context of our school

Ours is located on the SHS website under the “About” and “College and Career Center” tabs


It is updated each fall



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Redwood City, CA 94062
650-367-9780
FAX 650-368-5180
CEEB School Code: 052605
www.sequoiahs.org

Sequoia High School

Established 1895
A California Distinguished High School
2025-2026 School Profile



Sequoia High School is a fully accredited comprehensive public high school with an enrollment of approximately 1,839 students. We have an authorized International Baccalaureate program. We have been recognized as a Title I Academic Achievement Award. Our school community has a wide economic divide with families from Redwood City, San Carlos and East Palo Alto (24% of our parents did not graduate from high school, 17% are four year college graduates, 28% have graduate degrees or higher). We provide a Chromebook for all students and some students can only access the internet while at school.

Student Demographics

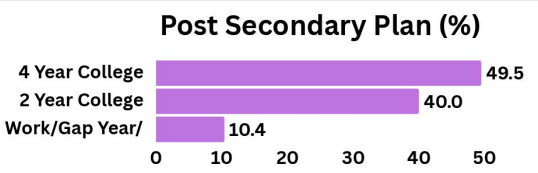
| Ethnic/Racial | % |
|----------------------------------|----------|
| Latino | 61.3 |
| White | 27.7 |
| Asian | 5 |
| 2 or More Races | 4.8 |
| African American/Black | <1 |
| Pacific Islander | 1.1 |
| American Indian or Alaska Native | <1 |
| Other Category | % |
| Free/Reduced Lunch (est) | 36 |
| English Learners | 30 |
| Spanish-speaking households | 50 |

Class of 2026 Grade Distribution

There are 454 students in the Class of 2026. Sequoia does not rank students. GPA distributions are based on a student's weighted cumulative GPA from 9th-11th grade. Our 9 Middle College students who take classes at Cañada Community College are not included in this grade distribution, as they do not take classes at our high school in the 11th and 12th grades.
GRADE SCALE: 100-90% A, 89-80% B, 79-70% C, 69-60% D, 59-0 F
We do not factor pluses or minuses into our GPA.
OTHER GPAs Listed on Transcript:
A-G: weighted 10-12th UC approved college prep coursework
Cal Grant: for consideration to a CA specific financial aid program

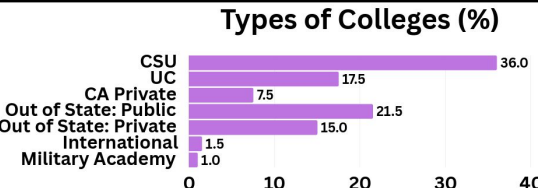
| Weighted GPA | # of Students | Unweighted GPA | # of Students |
|--------------|---------------|----------------|---------------|
| 4.20-4.405 | 39 | 4.0 | 26 |

Class of 2025 Post Secondary Plans



| Plan | % |
|----------------|------|
| 4 Year College | 49.5 |
| 2 Year College | 40.0 |
| Work/Gap Year/ | 10.4 |

58.9% UC/CSU A-G Completion Rate



| College Type | % |
|-----------------------|------|
| CSU | 36.0 |
| UC | 17.5 |
| CA Private | 7.5 |
| Out of State: Public | 21.5 |
| Out of State: Private | 15.0 |
| International | 1.5 |
| Military Academy | 1.0 |

Graduation Credit Requirements: 220 Credits

| Subject | Credits | Subject | Credits |
|----------------|---------|--------------------------|---------|
| Social Studies | 30 | Visual & Performing Arts | 10 |
| English | 40 | Physical Education | 20 |
| Math | 20 | Life Skills | 2.5 |

School Report: Where Does the Counselor Get the Information to Complete The School Report?

- A one on one meeting with student in September of Senior Year
- Counselor School Report Survey on Naviance – can be completed in end of summer of Junior Year (Required)
- Updated Naviance Resume (Required)
- Personal Statement DRAFT uploaded as a survey on Naviance (Required)
- Transcript

Standardized Tests, GPA, Researching Colleges and Keeping Organized

Standardized Testing– Need to Check Policy for Each School

Terms (also in packet)

- **Test Optional** – Do not have to send scores
- **Test Blind** - School does not consider SAT/ACT scores in the admissions process

Things to Consider

- Do they prefer SAT over ACT? – most do not
- How much do they weigh test scores in their decision?
- RESEARCH requirements and deadlines for each school
- IF you list the SAT and/or ACT test score on your application, YOU are responsible to send that score

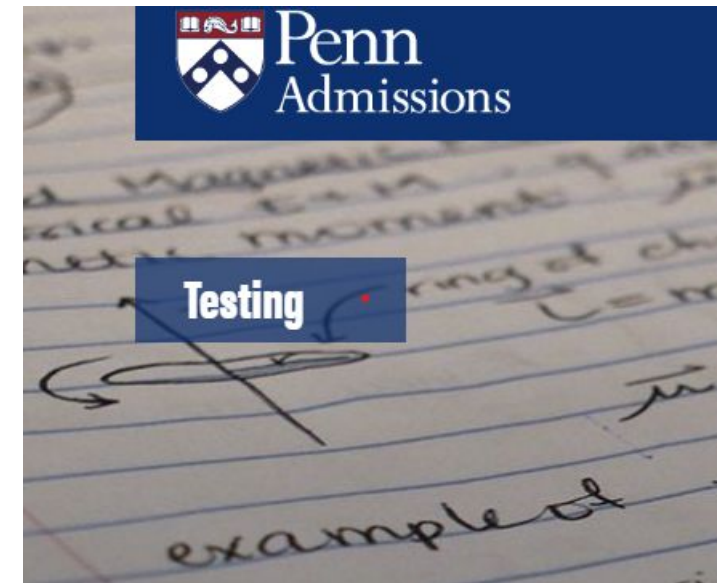
IB and AP Exams are REPORTED but not SENT during application process.

Example of Standardized Testing Information on a College's Website—NEED TO RESEARCH NOW!

Testing

Penn applicants are required to submit the SAT or ACT for the 2025-26 application cycle. Applicants who face hardship in meeting this requirement can submit a waiver instead. This applies to all first-year, domestic, international, homeschooled, transfer, and QuestBridge applicants.

Applicants may self-report test scores at the time of their application. We use standardized testing as part of our comprehensive review process to gain more insight into the academic preparation of our applicants. These tests represent only one component in our dynamic admissions process in combination with other academic and non-academic factors.



Understanding GPA is Not Just a Number

What GPA does Sequoia High School turn in to private and Common Application schools?

- For October-January Application Due Dates: Weighted 9th-11th grades - ALL Courses
- For Mid-Year Reports (MYR): “7th Semester Transcript”- ALL Courses
 - Students will get their official GPA to be used on Common Application late September from their counselor. MYR are sent automatically by counselor end of January/1st week of February

Weighted or Unweighted, what is the difference?

- IB, Community College (transferable courses)

How do colleges calculate the GPA? Do they use our reported GPA or recalculate it?

- Each college varies. Research individual schools
- Do they use all four years of high school or do they start in the 10th grade?

Is it better to get an “A” in a mainstream class or a “B” in an IB class?

- Rigor matters BUT need to find balance so you get highest grades in your classes

Researching Colleges

When asked what kind of college are you looking for? Facts vs Reputation

Facts

- High graduation rates
- Academic and financial resources
- Staff availability
- Job placement
- Acceptance rate to graduate school/medical or law school

Checkout-[College Scorecard](#) or [Payscale](#) websites

Reputation

- Friends/ranking are saying this is a good school
- Name recognition/branding

Understand Components of Deciding What Schools to Apply to: Admit Rates and Fit

College Admit Rates (From College Essay Guy)

- Likely: High chance 61% or higher admit rates
- Maybe: You fall between 26% and 60% admit rates
- Reach: Any school with 11%-25% admit rate or lower and you are below the 25th percentile
- Wild Card: Any school with 1-10% admit rates

FIT with Student Needs

- Size, Location, Net Price, Support Programs: social and academic, Diversity

Ask yourself-

Do you want to go to a good school or a school that is good for you?

Results of Research Allows You to Know WHY You Want to Attend EACH College on Your List

Supplement Question/Essay: The Why _____ College? Can make the difference!

It is very important to **RESEARCH** the school:

- Need to be able to discuss SPECIFIC things about college
- Can you have a five minute conversation about why you want to attend this school

Both Harvard and University of Chicago Admissions Stated “If you can switch out another college’s name in this essay , it isn’t specific enough”

KNOW THE SCHOOL:

- Why do you want to go to that school? **Should be embedded in Application**
- Does the school value what you value?
- When you speak to an admissions officer – know about the school
- Not good to just say “Love Southern Hospitality” or “Love the weather”

Use Naviance to Help You In The Process

College Tab:

- Sign Up for College Visits
- Research Scholarships
- Colleges I'm Thinking About (Research Section)

Add new colleges
Scattergrams
Website Info

About Me:

- Update Resume
- Complete Required Surveys: Counselor, LOR Surveys

Home Self-Discovery Careers **Colleges** Planner **About me**

No Path Selected
high school and select the path that will lead to future success.

Select Path

Welcome to Naviance

Dear Sequoia Community,

Welcome to Naviance! We are very excited to investigate, research, track, and plan the college process for you. Your counselor and the College/Career Center email gets sent to your school email account is important to read the Weekly Newsletter or and college specific information is presented volunteer opportunities, internships, and sch

Please feel free to "click" around familiarize y

Regards,

The Counseling Department and College & C

Naviance: Colleges I'm Thinking About

Colleges I'm thinking about

Click on college link to get to Scattergrams and more specific information

Compare YOUR Test Scores and GPA to Others for all your listed colleges

Compare Me

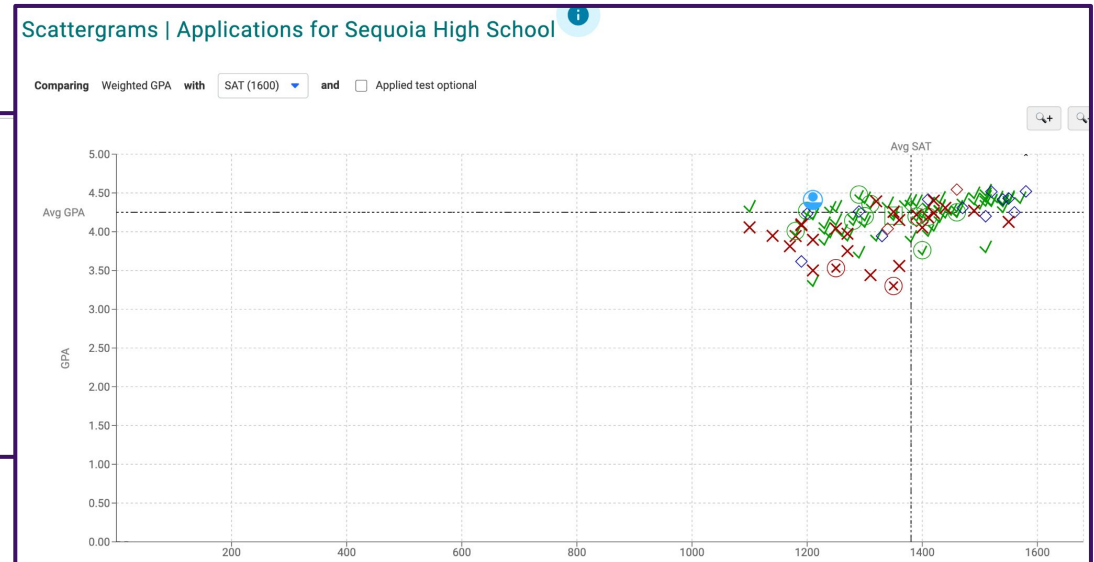
| College | Delivery Type | Added By | Expected Difficulty* | Application Deadlines | Interest |
|--|---------------|----------|----------------------|-----------------------|------------------------|
| Boston University | | Student | N/A | Deadlines | N/A More |
| California State University, Long Beach | | Student | N/A | Deadlines | N/A More |
| California State University, Los Angeles | | Student | N/A | Deadlines | N/A More |
| University of California, Santa Cruz | | Student | N/A | Deadlines | More |

Common Application School

Deadlines (always check college website)

Admissions

- Next deadline**
No data provided
- Application fees**
\$80
Freshmen application
- Acceptance rate**
11%
[Review the Scattergram for your school's student acceptance rate.](#)
- Good to know**
Deferral
Early decision
Notify by date.
No wait list
- Deadlines**
No deadlines provided
- Important policies**



Scattergrams link

Other Ways To Connect With Colleges

Learn about what colleges have to offer, even if you don't necessarily want to attend to school

- College visits at Sequoia (fall)
- Local events in the spring and fall
- Virtual presentations and workshops
- Virtual College Fairs
 - NACAC April 19th

Resources to Start Your College Search

Most have multiple ways to search - interests, location, majors

- Niche
- NACAC
- College Board Big Future
- College Express
- O's List (local)

Demonstrated Interest

- Students have some form of contact with a college that shows they are TRULY interested in applying to the school
- Some colleges consider and some do not
- A lot of small liberal arts colleges consider

EXAMPLE

Tulane University(11.5% admit rate) – cares about demonstrated interest – Did you attend info session when in Bay Area?, have you contacted the school? (either by phone or through website)

A lot of our students apply there because they do not have any supplements- so they look at interested students over student applying because it is easy

Staying Organized

Organization, Make Sure...

YOU (the student) need to organize and manage the colleges you are applying to on your own

- Think broadly but wisely about your list

We recommend you make a checklist for application requirements, date, deadlines and account information

- Good place for parent support
- See some examples in your packet

Understand that sometimes there are different deadlines for different programs at the same school

Complete tasks before the FINAL DEADLINE

YOU(the student) are responsible for all DEADLINES

Ethics of Completing The Application

Students sign that they completed all the information on application

- Student wrote essay(s)
- Student filled out the application

Admission readers can easily detect an essay not written by a student. Missing student voice

If any information is reported incorrectly or falsified (academic or extra-curricular), a school can rescind your admittance

Schools do random checks and thorough research on applicants

- Ex: Stanford

Start the Process Early to Reduce Stress

Know **EXACTLY** what is **REQUIRED** for each school you are **THINKING** about applying to next fall

Student Process at Sequoia to Request and Send Documents to Private/Common Application Colleges

Why Have a Process?

- Every step/activity has been implemented for a reason
- Process helps the student be more reflective
- We are a Naviance school that allows teachers and counselors to easily submit documents to a large amount of schools electronically
- The system (if followed correctly) is very effective especially for a big school

NOTE

Process and dates are subject to minor changes

In order for any school documents to be sent, a student must complete the following steps:

STEP 1: Sign up for a Flex Time Workshop with Counselors to Review the School Report/Letter of Recommendation (SR/LOR) Process

Students will receive the SR/LOR Form at the conclusion of the workshop

STEP 2: Complete SR/LOR Form

Important college research and reflective activities

STEP 3: 10 Minute Meeting with Counselor When Finished with Form

Must have the appointment on or before **SEQUOIA** due dates

STEP 4: Deliver an official copy of the completed and signed SR/LOR Form

Teachers can not submit your LOR until they have a copy of the formed signed by your counselor

STEP 5: Student completes and submits the application

STEP 1: Flex Time Workshop with Counselors to Review the School Report/Letter of Recommendation SR/LOR Process

Students will have an opportunity to sign up for a flex time workshop to review the SR/LOR process. Counselor will go over each step in detail.

Students will then receive the SR/LOR form at the conclusion of the workshop.

Students will be able to select from a list of workshop dates (when you sign up depends on your earliest application deadline).

Draft of School Report/LOR Form

Student's Name:

ID#:

Counselor's Name:

Sequoia High School: School Report (SR) & Letter of Recommendation (LOR) Request Form

- This list should match your "Colleges I'm applying to" in Naviance and your Common Application. Keep your Naviance college list up-to-date.
- If you add or remove colleges from the list below, promptly email your counselor to request an "Add Form."
- If the college does not accept electronic submissions, please discuss with your counselor in advance how documents will be sent.
- **DEADLINE: September 24th for early applicants** (College Application Deadlines between October 15th - December 15th)
- **DEADLINE: November 5th for regular applicants** (College Application Deadlines after December 15th)
- Schedule a mandatory 15 minute appointment on your counselor's Calendly to submit your completed SR/LOR Request Form.

| College & University List: | Application type: | If applying ED, does the college require first quarter grades or other documents? Yes or No | Will you be using Common App (CA) or other application? CA or if other please specify | Application Deadline | # of supplemental essays and/or college questions | Total Number of Teacher LORs you are sending | Requires SAT/ACT or Test optional? | Are you applying for financial aid? If yes, what application(s) are required? |
|--|---|---|---|-----------------------|---|--|---|---|
| <p><i>NOTE: Do not list UC/CSU or Public Schools that do not require a Letter of Recommendation or School Report.</i></p> <p><i>List college/university name(s) below.</i></p> | Restricted Early Action (REA); Early Action (EA); Early Decision (ED); Regular Decision (RD) | | | Check college website | | Check Common App and/or college website for number allowed | Yes, No, Test optional submitted, or test optional not submitted Students are responsible for sending test scores. | Yes or No If yes, include required application(s) and due dates. Check the college's financial aid section on college website. |
| <i>Example: University of Sequoia</i> | <i>EA</i> | <i>No</i> | <i>Yes</i> | <i>11/1</i> | <i>3</i> | <i>2</i> | <i>Test Optional</i> | <i>Yes, CSS Profile due 1/11</i> |

Teacher Letters of Recommendation

*Request LORs from your teacher(s) verbally and have them sign below.
 Official requests will be completed through Naviance when you submit the completed SR/LOR form to your counselor*

| | Teacher's Last Name | Teacher's Signature | Date |
|------------------|---------------------|---------------------|------|
| If only One | | | |
| Second | | | |
| Third (optional) | | | |

Counselor Signature: _____ Date: _____

| | |
|---|--|
| Will you be requesting application fee waivers? Yes or No → | |
|---|--|

STEP 2: Complete tasks on School Report/LOR Form

- Complete the Counselor School Report Survey on Naviance (Also Assigned in English class in Fall) – Survey Opens June 30 – Under Student Initials: **Surveys from Your School**
- Complete the Teacher LOR Survey on Naviance (after requested LOR in person)
- Update resume on Naviance – Under Student Initials: **Resume**
- Upload a draft of your personal statement –Under Student Initials: **Surveys**
- Add your colleges on Naviance – COLLEGE tab: **Colleges I'm Applying To**
- Sign up for a Common Application Account (Counselor will give school information required to complete the Education Section in fall)

STEP 3: Schedule a 10 Minute Meeting with Counselor When Finished with SR/LOR Form

Must have the appointment on or before due dates:

- **Sept 19th** for October 15th-December 15th college application deadlines
- **Nov 7th** for college application deadlines after December 15th

During the 10 minute meeting, your counselor will review you completed form and guide students to make the official teacher LOR request on Naviance.

STEP 4: Deliver Signed SR/LOR Form to Teachers

Teachers will not submit LOR until they have received the completed and signed SR/LOR form

STEP 5: Student completes and submits college applications independently

College Camp 2026

**Camp Dates: June 8th and August 4th-6th
From 8:30-12:30**

Students will be able to complete many of the mandatory activities/and initial SR/LOR Form meeting by attending.

- Students/Parents will need to sign an expectation form
- Students will attend two Flex Periods this Spring
- Students will need to RSVP to attend

SPECIFIC INFORMATION will be in the Weekly Newsletter

*Dates and times subject to change

COLLEGE CAMP



What is college camp?

Dedicated time to complete activities to ease the stress of the college application process.

Who is college camp for?

Rising Seniors who are applying to Common App and UC Schools.

SAMPLE ACTIVITIES

- Sequoia Letter of Recommendation process
- Common App workshop
- UC workshop
- Prep for personal essays

When is college camp?

**MON JUNE 8TH
TUES AUG 4TH
WED AUG 5TH
THURS AUG 6TH**

**8:30 _ 12:30
AM PM**

To register:

Visit <https://bit.ly/CCamp2025> or

Scan Here:



Sign-up for mandatory Flex sessions:
April 24 or 30 and
May 14 or 15

*For more information or questions please email
Mr. Rebello
jrebello@seq.org
or Ms. Yeager
tyeager@seq.org*

Meeting with Ms. Yeager/ Mr. Rebello College & Career Flex Workshops in April and May

Individual Appointments

Students are the only ones who can set up an appointment by coming into the College and Career Center – parents are always welcome

Appointments are 15 or 30 minutes – can meet after or before school or in the evenings

Group Flex Workshops for Juniors

Topics will be listed in the Weekly Newsletter

April 16/17- SR/LOR

College Camp Flex: April 24 or 30 and May 14 or 15- Reflection activities

Thank You

Reach out to us with any questions