

## COLLEGE APPLICATION PROCESS

Parsippany Hills High School will be ELECTRONIC once again this year with our submission of official transcripts, Secondary School Reports (SSR), school profile, counselor letters of recommendation, teacher evaluation reports (TE), and teacher letters of recommendation. We will be using Naviance eDocs for our electronic submission. This system delivers to over 1000 colleges.

### Information and Forms

All information and FORMS are posted on the PHHS website under the Guidance link. Please visit this location for a link to Naviance Family Connection. Your username and password are the same as your school login.

## MANDATORY

**WE CANNOT SEND ANY DOCUMENTS TO ANY OF YOUR COLLEGES UNTIL YOU COMPLETE THE STEPS BELOW:** (Please note: You must still complete this step even if you are not submitting the Common Application.)

When you click on the “colleges” tab and then click “colleges I’m applying to” you will see the following:

### **Common App Account Matching - Incomplete**

In order to match your Family Connection and Common App accounts, you need to do the following:

- **Step 1** - Create a Common App account on [Common App Online](#)
- **Step 2** - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

### **Common App Email Address:**

**Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

#### **Tips to successfully match accounts:**

- Make sure you enter the **email address** that you chose for your Common App account.
- Make sure your **last name** matches on your Family Connection profile and your Common App account.
- Make sure your **first name** or **date of birth** matches on your Family Connection profile and your Common App account.

**Start with Step 1 above -- Create a Common App account :**

Register on Common Application ([www.commonapp.org](http://www.commonapp.org)) and note your **username and password**.

Since our school uses Naviance to submit school forms, you must submit the FERPA (Family Educational Rights and Privacy Act) decision within the Common Application account.

You **MUST** complete the Education page next within the Common Application **BEFORE** you can complete the FERPA waiver.

**Step 2 - Sign the CA FERPA Waiver & Authorization**

You **MUST** first add at least one school to your common application college list.

The FERPA question is found within the “Recommenders & FERPA” tab of the common application. You must complete this FERPA agreement. Please note the “release authorization” link **MUST** be checked with the FERPA decision.

**After you have completed the two steps above, then return to your Naviance account.**

Now you **MUST** link your common application account with your Naviance account. You will do this by entering your common application email address on your Naviance account (see the text book above).

**Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.**

**Recall the “Tips to successfully match accounts:”**


- Make sure you enter the **email address** that you chose for your Common App account.
- Make sure your **last name** matches on your Family Connection profile and your Common App account.
- Make sure your **first name** or **date of birth** matches on your Family Connection profile and your Common App account.


Now you are ready to proceed with Naviance by adding colleges, requesting transcripts, and requesting teacher recommendations.


### **Adding Colleges**

1. Make sure you log into Naviance with your school log in (located under Counseling on PHHS website)
2. Choose “Colleges” tab
3. Select “colleges I’m applying to” then “add to this list”
4. Choose “Type” of application – rolling, early decision, early action, etc.
5. Select “lookup” in blue to find your school
6. Check “I have submitted my application” if you have done so (you can do this at a later date if you have not yet completed your apps)
7. Repeat this for additional colleges you’d like to add to list
8. Select Add colleges (yellow button at bottom of screen)
9. After you have added your colleges, update the “applying via common app” section by answering yes or no. This is extremely important for Guidance to know whether or not you are applying to that particular school using the common application

You will see the following symbols on Naviance when you add a school and each symbol represents something different.

 - MAIL School – these schools will NOT accept electronic transcripts or recommendation. (see mail school information below)

 -- EDOC School – these school will accept all documents electronically but are NOT part of the common application

 -- COMMON APPLICATION School – these schools accept all documents electronically

### **Transcript Requests**

1. You must submit a Blanket Transcript Request Form to Mrs. Fazzio. This form is available on the PHHS website (Guidance link) or in the Guidance office. Fill this out completely and submit to Mrs. Fazzio at least **2 weeks** prior to the deadline. This **MUST** be signed by a parent/guardian to obtain parental consent.  
\*You cannot request transcripts until this is complete\*
2. Under “colleges” tab
3. Select “colleges I’m applying to”
4. Choose “request transcripts” in blue
5. Check the box for each application that you are requesting a transcript
6. Click Add Requests button (yellow) at bottom of screen

**MAIL SCHOOLS:** Over 1,000 colleges accept electronic transcript requests through Naviance. It is **YOUR responsibility** to notify Mrs. Fazzio if your college is listed on Naviance as a mail school. You may access a list of these colleges through this link:

[https://securetranscript.docufide.com/member?screen=scr\\_member\\_prefs\\_eddestinations](https://securetranscript.docufide.com/member?screen=scr_member_prefs_eddestinations)

If your college is a mail school, you must then submit a manila envelope with THREE stamps in the top RIGHT corner of the envelope. DO NOT put a return address. Address it to:

Office of Undergraduate Admissions

Name of College

Address of college

City, State, ZIP

(If you click on the name of the college on Naviance, you will see the correct address to use on this envelope.)

Please be certain you return your envelope to Mrs. Fazzio and place it in the bin on her desk.

### **Teacher Recommendations**

1. Be sure to ask your teachers **in person** if they would be willing to write a letter of recommendation for you.
2. Log onto Naviance/My Colleges/Colleges I'm Applying to and **electronically** request the teacher recommendation via "Teacher Recommendations." Click "Add/Cancel Requests."
3. Bring the following items to the teachers who will be writing your recommendations:
  - If the college is an eDocs member: Simply list it on the Teacher Rec Request Form.
  - If the college is **NOT** an eDocs member: Also list it on the Teacher Rec Request Form.**Additionally** you must bring your teacher the following:
  - Brag Sheet
  - Stamped envelope with NO return address – addressed to:  
Office of Undergraduate Admissions  
Name of College  
Address of college  
City, State, ZIP
4. Be sure to write your name and the due date on the inside flap of the envelope.
5. Follow up with a thank you note and a thank you in person.

## **Important Information**

### **SCHOOL ADDRESS:**

Parsippany Hills High School  
20 Rita Drive  
Morris Plains, NJ 07950

Phone: 973-682-2815  
Guidance Fax: 973-682-2855

**CEEB/School Code: 311079**

### **COUNSELORS' PHONE NUMBERS and EMAIL ADDRESSES:**

Suzanne Barrett ext. 2427  
[sbarrett@pthsd.k12.nj.us](mailto:sbarrett@pthsd.k12.nj.us)

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Carl Ordway ext. 2435  
[cordway@pthsd.k12.nj.us](mailto:cordway@pthsd.k12.nj.us)

### **Important Websites**

Naviance/Family Connection: <http://connection.naviance.com/parsippanyhills>

Common Application: [www.commonapp.org](http://www.commonapp.org)

SAT/CollegeBoard: [www.collegeboard.com](http://www.collegeboard.com)

ACT: [www.actstudent.org](http://www.actstudent.org)

eDocs Destinations:

[https://securetranscript.docufide.com/member?screen=scr\\_member\\_prefs\\_eddestinations](https://securetranscript.docufide.com/member?screen=scr_member_prefs_eddestinations)