

CLASS OF 2022 NAVIANCE CHEAT SHEET

ALLATOONA COUNSELORS

Counselor	Last Names	Email	Phone: 770-975-6503
Dawn Neely	A-D	Dawn.neely@cobbk12.org	Ext. 021
Robin Rohrbach	E-K	Robin.rohrbach@cobbk12.org	Ext. 022
Kristi Turner & Haley Welch	L-Ri	Kristi.turner@cobbk12.org Haley.welch@cobbk12.org	Ext. 020 Ext. 025
Melody McAllister	Ro-Z	Melody.mcallister@cobbk12.org	Ext. 019

CLASS OF 2022 DETAILS

CEEB Code: 110057 Graduation Date: May 2022 (If the application asks for a specific date, you can list the last day of school.) Class Rank Reporting: None (Cobb County no longer reports class rank) Graduating Class Size: 455 GPA Scale: We use a 4.0 scale. GPA Weighting: Weighted
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STUDENT NAVIANCE LOGIN INFO

DO NOT GOOGLE NAVIANCE! It will prevent you from accessing the secure site.

LOGIN OPTIONS (STUDENTS):

Option 1: Go to <https://student.naviance.com/allatoonahs>

Option 2: Go to www.cobbk12.org >Find It Fast (top right-hand corner) and choose Naviance

Option 3: Go to the Allatoona website at <https://web.cobbk12.org/allatoona>. >Find It Fast (top right-hand corner) and choose Naviance.

If Given a Choice, Make Sure You Are Choosing to Login Using CLEVER When You Get to the Naviance Login Page.

LOCATION	USERNAME	PASSWORD
Home	Office 365 Username	School Computer Password
School	Automatically Logged In	

PARENT NAVIANCE LOGIN INFO (You will use this to complete the Parent Assessment in Naviance to assist your child's counselor with their letter of recommendation.

- Go to <https://student.naviance.com/allatoonahs>
- Use the access code you received via email on August 19th from Naviance to create a parent account.
- Contact your child's counselor if you need additional assistance.

HOW TO REQUEST YOUR TRANSCRIPT (2 STEP PROCESS)

NOTE: It is the Student's Responsibility to Complete Steps 1 & 2, or your Transcript will **NOT** be Sent.

STEP 0: Login to NAVIANCE STUDENT

- On the main page, under Favorites, choose "Colleges I'm Applying To".
- Click on the pink circle with the plus sign (far right-hand side).
- Choose your college, the app type (deadline you are planning to apply by) and how you will apply (Common App, Direct to Institution, etc.). The app type is very important. If you don't choose correctly, we can't release your transcript.
 - For Common App documents, you MUST "Match" your Common App (directions on back)
- Then choose **Add Application**. You will do this for each school you want to send a transcript to.

STEP 2: Go to the Counseling Office

- Complete a Transcript Request Form
- Pay \$2 per transcript (cash or check ONLY)

MATCHING YOUR COMMON APPLICATION IN NAVIANCE—*ONLY* if you are applying using Common App
Do Not Request Letters of Rec Through the Common App!

1. Login to NAVIANCE (It won't work if you GOOGLE Naviance!)
2. On the main page, under **Favorites**, choose **Colleges I'm Applying To**.
3. Click on the **Match** button at the top of the page.
4. Enter the same email address you used for your Common Application.

WAIVING FERPA RIGHTS (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT)

What is FERPA? FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

Should you waive your rights on your college application?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

PRIOR TO REQUESTING A LETTER OF RECOMMENDATION

1. **REQUIRED:** Complete the **Senior Self-Assessment for Recommendations** in Naviance.
 - a. Click on **About Me**, then **About Me Home**.
 - b. Scroll down to **Surveys** and select **Senior Self-Assessment for Recommendations**.
 - c. Complete each section. This will allow your teacher/counselor to write a personalized letter of recommendation.
2. **REQUIRED:** Ask your parent to complete the **Parent Assessment**, found in the *Parent Naviance Portal* in the **About Me** section. (Access information is on page 1)
About Me > Surveys > Surveys Not Started > Senior Parent Survey
3. **OPTIONAL:** Create a resume using the **Resume Builder** in Naviance. If you already have a resume, you can email it to your counselor.

HOW TO REQUEST A COUNSELOR RECOMMENDATION

1. Complete the required documents above.
2. Indicate that your school requires a letter of recommendation/school evaluation on the Transcript Request form in the Counseling Office

HOW TO REQUEST A TEACHER RECOMMENDATION

Remembers you should always ask if the teacher will write you a letter before you send a request!!

1. Login to Naviance.
2. On the **Home page**, go to **Colleges**, then **Apply to College** and choose **Letters of Recommendation**.
3. Choose **Add Request**
4. Then, click on the drop down and **select the teacher** you would like to write your letter.
5. Next, **choose the school** that needs the letter.
6. **Include a personal note** to the teacher.
7. After you have submitted your request in Naviance, **follow up with the teacher a day or two later** to make sure they received the electronic request. It may have gone to their junk mail.

Contact your counselor if you need assistance!
We are here to help you navigate the college application process.