CLASS OF 2023
NAVIANCE CHEAT SHEET

CAMPBELL SCHOOL COUNSELORS

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Last Names</th>
<th>Email</th>
<th>Phone: 678-842-6850</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andre' Cole</td>
<td>A-Dan</td>
<td><a href="mailto:Andre.cole@cobbk12.org">Andre.cole@cobbk12.org</a></td>
<td>Ext. 030</td>
</tr>
<tr>
<td>Tameka Burke-Collins</td>
<td>Dar-Ga</td>
<td><a href="mailto:Tameka.burke-collins@cobbk12.org">Tameka.burke-collins@cobbk12.org</a></td>
<td>Ext. 065</td>
</tr>
<tr>
<td>Tina Amand</td>
<td>Ge-Man</td>
<td><a href="mailto:Tina.amand@cobbk12.org">Tina.amand@cobbk12.org</a></td>
<td>Ext. 033</td>
</tr>
<tr>
<td>Yolanda Wright</td>
<td>Mar-Rom</td>
<td><a href="mailto:Yolanda.wright@cobbk12.org">Yolanda.wright@cobbk12.org</a></td>
<td>Ext. 031</td>
</tr>
<tr>
<td>Rotarsha Jackson</td>
<td>Rou-Z</td>
<td><a href="mailto:Rotarsha.jackson@cobbk12.org">Rotarsha.jackson@cobbk12.org</a></td>
<td>Ext. 034</td>
</tr>
<tr>
<td>Robert Radecki</td>
<td>AVID, ESOL &amp; STEM</td>
<td><a href="mailto:Robert.radecki@cobbk12.org">Robert.radecki@cobbk12.org</a></td>
<td>Ext. 026</td>
</tr>
<tr>
<td>Dawn Holmgren</td>
<td>Dept. Chair</td>
<td><a href="mailto:Dawn.holmgren@cobbk12.org">Dawn.holmgren@cobbk12.org</a></td>
<td>Ext. 052</td>
</tr>
</tbody>
</table>

CLASS OF 2023 DETAILS

<table>
<thead>
<tr>
<th>CEEB Code: 112745</th>
<th>Graduation Date: May 24, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Rank Reporting: None</td>
<td>Graduating Class Size: 653</td>
</tr>
<tr>
<td>GPA Scale: We use a 4.0 scale.</td>
<td>GPA Weighting: Weighted</td>
</tr>
</tbody>
</table>

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/campbellhigh
Option 2: Go to www.cobbk12.org > Find It Fast (top right-hand corner) and choose Naviance
Option 3: Go to the Campbell website at https://www.cobbk12.org/CampbellHS > 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: Contact your child’s counselor if you need access.

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.

COST: Direct to Institution schools = $2 per school
      Common App schools = $2 total for ALL Common App Schools

STEP 1: Login to NAVIANCE STUDENT
1. On the main page, under Favorites, choose “Colleges I’m Applying To”.
2. Click on the pink circle with the plus sign (far right-hand side).
3. 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.
   a. For Common App documents, you MUST “Match” your Common App (directions on back)
4. 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
1. Have your parent log into My Payments Plus to request your transcript.
   Or
2. Pay cash to Mrs. Askew in the Counseling Office.

Created by Dawn Holmgren
Last Updated 11/16/22
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 Counselor Rec Letter Survey 2023 in Naviance.
   a. Click on About Me, then About Me Home.
   c. Complete each section. This will allow your teacher/counselor to write a personalized letter of recommendation.
2. 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 My Payments Plus.

HOW TO REQUEST A TEACHER RECOMMENDATION

Remember 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.

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Scholarships
You can search scholarships in Naviance.

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