

CLASS OF 2023 NAVIANCE CHEAT SHEET

CAMPBELL SCHOOL COUNSELORS

Counselor	Last Names	Email	Phone: 678-842-6850
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Robert Radecki	AVID, ESOL & STEM	Robert.radecki@cobbk12.org	Ext. 026
Dawn Holmgren	Dept. Chair	Dawn.holmgren@cobbk12.org	Ext. 052

CLASS OF 2023 DETAILS

CEEB Code: 112745	Graduation Date: May 24, 2023
Class Rank Reporting: None (Cobb County no longer reports class rank)	Graduating Class Size: 653
GPA Scale: We use a 4.0 scale.	GPA Weighting: Weighted

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 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

- Have your parent log into My Payments Plus to request your transcript.
Or
- Pay cash to Mrs. Askew in the Counseling Office.

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**.
 - b. Scroll down to **Surveys** and select **Counselor Rec Letter Survey 2023**.
 - 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

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.

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.**