August 10, 2017

Dear Pine View Senior and Parent/Guardian,

Welcome to your Senior Year and the much anticipated college application process.

To aid you in navigating the admissions process the Pine View College Counseling website was recently updated ([www.pvscollegecounseling.com](http://www.pvscollegecounseling.com)). This site is an invaluable resource as it provides detailed information on the application process, timelines, instructions, pdfs of required forms, links to relevant sites, financial aid resources, and more.

By now you should also have a *Naviance* account. This is the system through which Pine View materials are submitted to colleges including official transcripts, teacher recommendations, school profile and counselor evaluations. Please make sure you can access this account and keep it updated with the colleges to which you intend to apply. Detailed instructions on how to request transcripts and recommendations through *Naviance* are enclosed (these appear on the website as well).

Soon you will be completing one or more different applications. This will depend on the combination of colleges to which you are applying. Briefly:

* For the *University of Florida* and *Florida State University* applications you will be using the *Coalition for Access, Affordability and Success* application (CAAS)\* and completing what is known as the SSAR (Self-Reported Academic Record).
* Other public colleges in the State University System use their own institution-specific application. All of these are now open and can be submitted. We strongly recommend that you submit all Florida public university applications as soon as possible.
* If you are applying to private and most public out-of-state universities you will be using what is known as the *Common Application*. This is a single platform for over 700 universities/colleges. Instructions for completing Pine View specific questions in the *Common Application*, and for how to match your *Common Application* and *Naviance* accounts are enclosed.
* A select number of colleges use their own application.

 \*While you are required to use the CAAS for UF and FSU we recommend *against* using it for other colleges. Please use the *Common Application* in every case where it is also accepted. If you apply using the Coalition Application we cannot guarantee timely delivery of transcripts and letters of recommendations submitted on your behalf.

Enclosed are several items critical to the completion of your college application and the forwarding of Pine View guidance materials to your respective college admissions’ offices. They are:

1. ***Your Unofficial Transcript***. A record of your coursework needed to complete many applications, most importantly the Self-Reported Academic Record (SSAR) required by both the *University of Florida* and *Florida State University*. Make sure your transcript accurately reflects the coursework you have taken and be certain to enter it correctly into the SSAR. This includes Dual Enrollment, Florida Virtual School and summer coursework.
2. ***Authorization for Release of Transcripts***(the green form). Submission of this form gives Pine View permission to send your transcript and other supporting materials to colleges. Requests must be made by the following deadlines: All Early Admissions Plans - October 6th; Regular Admissions - November 27th. Please adhere to these deadlines to assure timely submission of your transcript materials *and* full support of your application.
3. ***Completing the Common Application*** *If* you are applying to colleges that use the *Common Application* please follow the enclosed instructions. At a certain point you will be prompted to sign what is known as the *FERPA* waiver (a description of the *FERPA* waiver is included in this mailing). You will then be directed to “sync” or match your *Common Application* and *Naviance* accounts. Please do so. This allows Pine View transcript materials to reach all *Common Application* destinations. Once your accounts are “synced” you may request Teacher Recommenders through Naviance.
4. ***Teacher Letter Confirmation***. If your college requires letters of recommendation please complete this form and give it to your teacher recommenders by the deadlines noted. You *must* also electronically select your teacher recommenders through *Naviance.*

If we have not met to discuss your college plans (and wish to), please make an appointment to see me. It is particularly important that I meet with students considering Early Action or Early Decision to a private university as soon as possible. For those of you needing to simply “check in” or ask a brief question, I am available for “short” appointments from 1:10-2:00PM daily.

Finally, please note that there is a Senior Meeting on Tuesday, September 5th during Period 7 (repeated on September 6th). There I will review key information and answer questions related to the application process**.**  It is *very* important that you attend one of these meetings.

I genuinely look forward to working with and supporting you this year.

Sincerely,

Mr. Bergman, College Resource Counselor

Pine View School for the Gifted