LMHS College & Scholarship Application
Policies & Procedures 2013-2014

College Application (school specific or Common App) – sent by student
Applications typically have an optional or required essay component. It is recommended that you include an essay even if it is optional. It is also highly recommended that you submit the application before requesting transcripts.

SAT and ACT scores – sent by student
These should be sent as soon as possible using www.Collegeboard.org or www.ACT.org. Lee Middle and High School is NOT responsible for sending any scores. (Note: AP Scores are not typically considered in the application process. Instead, they are usually sent to schools once the student is enrolled)

Linking Common App and Naviance – completed by student
First, setup your Common App account. Then login to Naviance and click “Colleges” and then “colleges I’m applying to.” Follow the instructions and enter your Common App email address.

Transcripts and Recommendations - requested by student, sent by Guidance
These are sent by the LMHS Guidance Department. Official transcripts and teacher/counselor recommendations need to be requested on Naviance.
(Note: recommendations from people outside LMHS should be directly mailed to each college)

How to Request Recommendations (teacher and counselor)
2. Ask the teacher(s) who you would like to write you a recommendation in person before making the request electronically.
3. Click “Colleges” tab and then click “add/cancel requests” under “Teacher Recommendations”
4. Select teacher or counselor and add a note.
5. Click “Update Requests” at bottom. An email will be sent to them with your note.

How to Request Official Transcripts for Colleges or Scholarships
1. Login to Naviance and click the “Colleges” tab. On the left-hand side, click “transcripts”
2. Select one of the options (request transcripts for colleges or scholarships)
3. Click “lookup” to find each college.
4. Then select the “Type” of application on the left-hand side.
5. Then click “Request Transcripts” at bottom to submit.

PLEASE REMEMBER!!!
It is your responsibility to be sure that all required information has been forwarded to and received by your college or university. Deadlines for each school are different, do your homework!

Lee Middle and High School – Lee, MA