

SENIORS... YOU MUST DO THESE THINGS...

IF YOU WANT LHS TO SEND YOUR COLLEGE APPLICATION MATERIALS

1. **You must** enter your colleges and the names of the teachers writing letters of recommendation for you on the 'My Colleges' page of your Naviance account
2. **IF** you need a letter from your counselor **you must** request it personally at least 10 school days before your earliest deadline
3. **You must** provide addressed, stamped envelopes to teachers and counselors for any letters going to non-Common Application schools or scholarship committees
4. **You must** fill out **and submit** your college applications by the deadline ~ if you are using the Common Application, no electronic documents from the high school can be transmitted until you apply
5. **You must** request your transcripts for all college AND SCHOLARSHIP applications at least 10 school days before your earliest deadline through Naviance by clicking on the 'Transcripts' link
6. **Before any transcript will be sent you must** pay the "Official Sealed Transcript Fee" of \$5.00 per transcript (scholarships are free) to the LHS Post Grad Center