



**Tuesday**





# **Naviance T-2-4 Tools**

**Using Naviance to Discover your Options  
& Interests**

*Carrie Campbell Bishop & James Herrington*





# Starting the Application Process

## Components of a College Application Package

Completed Application Form

High School Transcript

SAT/ACT score reports

2 letters of recommendation

Personal statement/supplemental essays

Resume

Application Fee

Financial Aid Information (FAFSA)

Meningitis immunization record

**\*Not all Colleges Require a Letter of Recommendation**

**Performance**



username

password

remember me

**Log In**

[forgot your password?](#)

[need additional help?](#)

are you new here?

[I'm a guest](#)

[I need to register](#)

Stratford High School *We Are Committed to Excellence*

*Home of the Spartans*



Welcome



**Stratford High  
School**

14555 Fern St  
Houston TX 77079-5486  
p: 713-251-3400



# family connection

home

courses

colleges

careers

about me

my planner

## links

- school website

## what's new

- Your Counselor has assigned the task [Add career clusters to my list](#) to you
- Your Counselor has assigned the task [Complete Scavenger Hunt Survey](#) to you
- Your Counselor has assigned the task [Complete Career Cluster Finder](#) to you

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- [contact us](#)

## Welcome Hawks!

The mission statement of the School Counseling Office at **Spring Woods Middle School** is to assist each student to attain their maximum potential in realizing their high school and post-high school dreams.

This school year, we are happy to introduce our students to **Family Connection** with enhanced features, by Naviance. **Family Connection** offers innovative, easy-to-use web applications for middle school students and their parents. **Family Connection** will help guide students' academic and career choices, as well as providing them with opportunities of self exploration.

Using the programs in Family Connection, students will be able to link to useful websites, surveys and many relevant career and college topics.

The Counseling staff is committed to assisting each of you in experiencing a smooth transition to life after middle school.

*Remember, the more you put into this system, the more you will benefit from it!!*

*If you have any questions about Family Connection feel free to contact the Guidance Department.*

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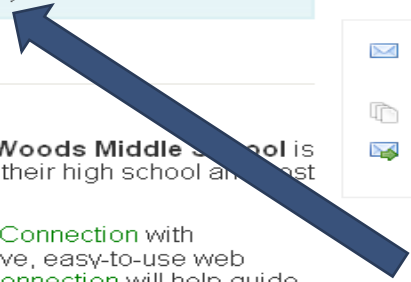
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**Click on  
Complete Career  
Cluster Finder**



my tasks > Complete Career Cluster Finder

**task information**

<b>Status:</b>	not started
<b>Deadline:</b>	4/30/13
<b>Requirement:</b>	required
<b>Summary:</b>	Find career clusters that match your interests
<b>Description:</b>	After completing the assessment, save any clusters that interest you to your favorite list.

- add comment
- raise hand
- upload files

→ To complete this task, you need to [complete the Career Cluster Finder survey](#)

**recent updates**  
No updates.

**Click here to begin**



**Spring Woods Middle School**  
9810 Neuens Road  
HOUSTON TX 77080  
p: 713-251-5000

my tasks > Complete Career Cluster Finder



task information

Status:	not started
Deadline:	4/30/13
Requirement:	required
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recent updates

No updates.

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# family connection

home

courses

colleges

careers

about me

my plan

## Move your cursor to activities and click to begin

search for careers:

Go

MORE SEARCH OPTIONS >>

### cluster finder :: identify a top career cluster

You have not yet started the survey. Click "let's begin" below...

- 1. start
- 2. activities
- 3. personal qualities
- 4. school subjects
- 5. results

explore careers

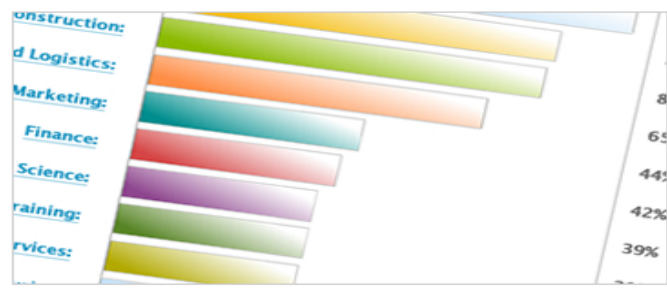
- > [favorite careers & clusters](#)
- > [explore careers & clusters](#)

what are my interests?

- > [cluster finder](#)
- > [career key](#)

Find career clusters that match your interests and personal qualities.

The Cluster Finder will help you learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subjects that you enjoy studying in school.



#### Activities

Select activities you enjoy doing now and would like to do in the future.



#### Personal Qualities

Select personal qualities that best describe you.



#### School Subjects

Select subjects you enjoy studying in school.



#### Results

We'll show you list of the top clusters that are likely to be a good match.

click the button to get started!

let's begin

# family connection

- home
- courses
- colleges
- careers**
- about me
- my planner

search for careers:  
 Go

MORE SEARCH OPTIONS >>

## cluster finder :: identify a top career cluster

- 1. start
- 2. activities**
- 3. personal qualities
- 4. school subjects
- 5. results

### Activities Checklist page 1 of 6

Choose the activities you would like to do in the future, and the ones you're interested in or able to do right now.

- Learn how things grow and stay alive.
- Make the best use of the earth's natural resources.
- Hunt and/or fish.
- Protect the environment.
- Be outdoors in all kinds of weather.
  
- Plan, budget, and keep records.
- Operate machines and keep them in good repair.
- Read and follow blueprints and/or instructions.
- Picture in my mind what a finished product looks like.
- Work with my hands.
  
- Perform work that requires precise results.
- Solve technical problems.
- Visit and learn from beautiful, historic, or interesting buildings.
- Follow logical, step-by-step procedures.
- Use my imagination to communicate new information to others.

**Answer each question and click continue**

School

Logged in as

[Manage my account](#)

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home

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colleges

careers

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## links

[school website](#)

## what's new

- Your Counselor has assigned the task [Complete Transition to High School survey](#) to you
- Your Counselor has assigned the task [Add careers to my list](#) to you
- Your Counselor has assigned the task [Complete Career Key](#) to you

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## Welcome 8th Graders!

### Welcome to Family Connection

It's finally here: the year you have waited for and worked towards for a long time. It is the goal of your counselors, administration, teachers, and staff to help you make this year as productive as possible and to help you build a successful plan for your high school future.

To that end, we are excited to welcome you to Naviance Family Connection, a new program available to students this year. Here you will discover tools and resources to help you in your planning. You will find college and career information, as well as the ability to access your own academic information and records. Your counselors look forward to helping you learn how to make maximum use of this new software.

Check back on this page frequently to get updated news bulletins, links, and tasks.

# Click on Complete Career Key



## Spring Woods Middle School

9810 Neuens Road  
HOUSTON TX 77080  
p: 713-251-5000

# family connection

- home
- courses
- colleges
- careers
- about me
- my planner

- Overview
- Goals
- To-do List
- Tasks Assigned to Me



## my tasks > Complete Career Key

### task information

**Status:** not started  
**Deadline:** 4/30/13  
**Requirement:** recommended  
**Summary:** Explore your interests, personality type and related careers

→ To complete this task, you need to [complete the Career Key](#)

### recent updates

No updates.

- add comment
- raise hand
- upload files



# Click here to begin



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search for careers:  
 Go

- explore careers
- > [favorite careers & clusters](#)
  - > [explore careers & clusters](#)
- what are my interests?
- > [cluster finder](#)
  - > [career key](#)

## career key

### Getting Started

**Welcome!** There is a lot of career information available here and we want to help you make the most of it. We have organized things according to the three basic principles of good decision making:

- 1. Know yourself.** Knowing your strengths, values, personality, and skills will help you decide which choice best fits you.
  - [Take the Career Key test](#) to discover which Holland personality types you are most like, identify the careers that are most promising, and learn detailed information about each one.
  - Read about Holland's [Theory of Career Choice](#) to understand how your job success and satisfaction is related to your personality.
- 2. Know your options.** Think of as many alternatives as you can. Then, learn about each one.
  - To learn about occupations, go to [Learn More about the Jobs that Interest Me](#).
- 3. Make a good decision.**
  - In [High-Quality Decision Making](#), you will learn a method based on many scientific studies that is widely used in business and medical settings. It is easy to understand and use.

### Resources

- [Getting Started](#)
  - [Take the Test](#)
- Your Personality
- [Holland's Theory of Career Choice and You](#)
  - [Holland's Six Personality Types](#)
  - [Holland's Six Work Environments](#)
  - [Unusual Combinations](#)
- Your Decision
- [High-Quality Decisions](#)
  - [Alternatives](#)
  - [Consequences](#)
  - [Information](#)
  - [Plans](#)
  - [Learn More about the Jobs that Interest Me](#)
  - [Learn More About Yourself](#)
  - [Foundation Skills](#)
  - [Career Choice Consequences](#)
  - [Decision Balance Sheet](#)
- After the Test

**Click on Take the Career Key Test**

# family connection

home

[courses](#)

[colleges](#)

[careers](#)

[about me](#)

[my planner](#)

search for careers:

Go

[MORE SEARCH OPTIONS >>](#)

explore careers

> [favorite careers & clusters](#)

> [explore careers & clusters](#)

what are my interests?

> [cluster finder](#)

> [career key](#)

## The Career Key™

The Career Key follows three steps:

1. You will answer questions about yourself.
2. Based on those answers, your Career Key profile will be created.
3. You will use your profile to identify jobs likely to be a good fit for you.

[Continue](#)



The CareerKey™ was developed by Lawrence K. Jones, Ph.D., NCC  
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By Lawrence K. Jones, Ph.D., NCC  
Copyright Career Key, Inc. 2008 All Rights Reserved.

# This explains the Career Key

# Click Continue



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search for careers:

Go

MORE SEARCH OPTIONS >>

### explore careers

- > [favorite careers & clusters](#)
- > [explore careers & clusters](#)

### what are my interests?

- > [cluster finder](#)
- > [career key](#)

## The Career Key™

# Answer each question and click continue

### Which jobs interest you?

Forty-two jobs are listed below. Click the button next to each of the jobs that **interest** you -- jobs that **attract you in some way**. Do not click any job that you are undecided about, that does not sound interesting to you, or that you would dislike.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bus Driver         | <input type="checkbox"/> Actor/Actress         |  |
| <input type="checkbox"/> Biologist          | <input type="checkbox"/> Carpenter             |  |
| <input type="checkbox"/> Lawyer             | <input type="checkbox"/> Dancer                | <input type="checkbox"/> Physical Therapist    |
| <input type="checkbox"/> Librarian          | <input type="checkbox"/> Farmer                | <input type="checkbox"/> Sales Manager         |
| <input type="checkbox"/> Apartment Manager  | <input type="checkbox"/> Electrical Engineer   | <input type="checkbox"/> Bank Examiner         |
| <input type="checkbox"/> Teacher            | <input type="checkbox"/> Clothes Designer      | <input type="checkbox"/> Truck Mechanic        |
| <input type="checkbox"/> Insurance Clerk    | <input type="checkbox"/> Salesperson           | <input type="checkbox"/> Astronomer            |
| <input type="checkbox"/> Nurse              | <input type="checkbox"/> Chemist               | <input type="checkbox"/> Artist                |
| <input type="checkbox"/> Novelist           | <input type="checkbox"/> Airplane Pilot        | <input type="checkbox"/> Counselor             |
| <input type="checkbox"/> Musician           | <input type="checkbox"/> Laboratory Technician | <input type="checkbox"/> Business Teacher      |
| <input type="checkbox"/> Tax Expert         | <input type="checkbox"/> Bookkeeper            | <input type="checkbox"/> Insurance Sales Agent |
| <input type="checkbox"/> Social Worker      | <input type="checkbox"/> Research Scientist    | <input type="checkbox"/> Speech Therapist      |
| <input type="checkbox"/> Fish & Game Warden | <input type="checkbox"/> Mechanical Engineer   | <input type="checkbox"/> Radio/TV Announcer    |
| <input type="checkbox"/> Bank Teller        | <input type="checkbox"/> Chemical Technician   | <input type="checkbox"/> Court Reporter        |
| <input type="checkbox"/> Restaurant Manager | <input type="checkbox"/> Singer                |  |

Continue

By Lawrence K. Jones, Ph.D., NCC  
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# Do What You Are

[Do What You Are Video](#)



# Super Match

[Super Match Video](#)

**An Overview  
Of Application Platforms:  
Apply Texas  
Common Application  
Coalition Application**

*University Admissions Representatives*





***D'Ann Franklin- Stratford HS (Apply Texas)***

***Gail Robinson-Trinity (Common App)***

***Maria Elena Ornelas- Vanderbilt (Coalition Application)***





# Apply Texas

Let's begin in Naviance

It's easy to launch from there!

my colleges

- colleges I'm thinking about

links

- tasfa
- school website
- skyward
- apply texas
- common app
- fafsa
- college board
- act

Welcome Class of 2018!

## Welcome to Family Connection!

### Your Path to T-2-4 Goals for Class of 2018

The mission statement of the School Counseling Office at **Stratford High School** is to assist each student to attain their maximum potential in realizing their post-high school dreams.

We want you to become very familiar with **Family Connection's** enhanced features, by innovative, easy-to-use web applications for high school students. **Family Connection** will help guide students' academic and career goals, providing them with opportunities of self exploration.

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The Counseling staff is committed to assisting each of you in experiencing a smooth transition to life after high school and achieving your post high school career goals.

Thank you for your support of our school counseling program!

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*If you have any questions about Family Connection feel free to contact the Guidance Department.*

Recommended video training:

<https://vimeo.com/101520088>

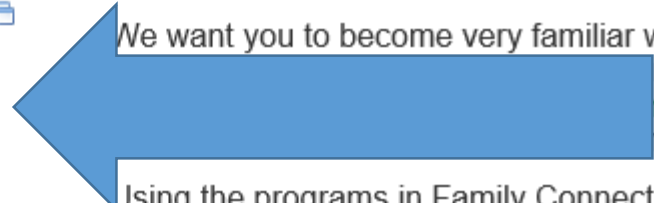
<https://vimeo.com/102639828>



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## Explore. Apply. Repeat.

**Research your options.**  
Admission information for every Texas Public University, plus some private and two-year schools.  
[Begin your search »](#)

**Apply online.**  
Complete and submit your admission and scholarship applications online.  
[Get started now »](#)  
[Preview the 2017-2018 applications »](#)  
[Preview the 2016-2017 applications »](#)

**Do it again.**  
No need to start from scratch. Copy a completed application and use it to apply to another school.  
[Learn how »](#)

First time here? No problem.  
**[Get started »](#)**

Already have an account?  
**Log in now**

It's fast. It's easy.  
It's free.  
[Create your account now »](#)

username

password

[Forgot your username or password?](#)  





## My Account Dashboard - My Profile

**My Profile**

My Applications

My Essays

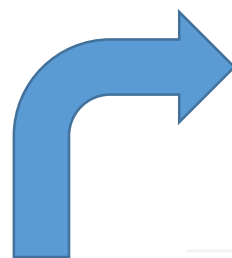
My Transcripts

Enter information below to establish or maintain your free ApplyTexas profile. Additional information will be requested when you complete online applications.

If you are creating an account, your username will be assigned and presented to you.

### Full legal name - **REQUIRED**

Enter your full legal last, first, and middle name. Please do not include diacritical marks such as accents (') or tildes (~). Do not use nicknames or abbreviations or commas because this information will be used for your official record if you enroll. Use your full legal name on all documents sent to the institution to which you are applying. If you have a passport, enter your name as it appears on your passport (without diacritical marks).



**Last Name or Family Name or Surname**

**First Name or Given Name**

**Middle Name**

**Suffix**

### Date of Birth - **REQUIRED**

Enter your date of birth (month, day, 4-digit year). Do not leave blank; this information is required.

**Date of Birth**

 /  / 

« 4 digit year

# Timelines for Completed Application

- It is the student's responsibility to know the deadlines for each of the schools to which they are applying
- Deadlines are FIRM - no budging
- Materials needed by institution by this date:

Application

Transcript

Letters of Recommendation

Any supplemental information

SAT/ACT scores

Essays

Resume (expanded)



# Writing a Personal Statement/Essay

College Board Tips for crafting essays/Personal Statements

<https://bigfuture.collegeboard.org/get-in/essays/8-tips-for-crafting-your-best-college-essay>



# Importance Of A Resume'

- **Because admission to college is so highly selective today due to the marked increase of students applying for the limited open slots, it is imperative that you find a way to stand apart from all of the other applicants.**
- **A high school résumé can help do that for you! It is one of the most important marketing tools that you can use in selling yourself.**
- **Essentially your résumé provides a snapshot picture of the "REAL" you: your interests, passions, achievements, and contributions BOTH in and out of the classroom.**

# Expanded Resumes

<http://diversity.utexas.edu/schoolpartnerships/wp-content/uploads/2013/06/Expanded-Resume.pdf>



## Letters of Recommendation: What is the next step?

### **Getting the Best Letters of Recommendation**

**First, Find Out What the College Requires**

**Then Zero In On Teachers and Staff Who Know You Well**

**Give Your Recommenders Info and Materials They Need—and Plenty of Time**

- **Tell them how to submit their recommendation.**
- **Supply them with a copy of your transcript**
- **Follow up a week before the letters are due**

**Be Careful About Sending Extra Recommendations**



# Application Supplements

*Note: Admissions Committees give greatest weight to documents that are REQUIRED; Focus your energy first on those elements of the application*

- Supplements are additional ways to show yourself to institutions
- College Specific Essays gauge a student's demonstrated interest
- Give student an opportunity to show how he/she will contribute
- May need supplements for specialized majors, particularly arts:

Visual Arts portfolios

Dance

Architecture

Theater

Film

- May use Coalition Locker or
- ZeeMe as platforms for supplements



# Use of Platforms for Supplemental Info

## 1. ZeeMe

[https://www.youtube.com/watch?v=UmovZH\\_23HE](https://www.youtube.com/watch?v=UmovZH_23HE)

## 2. Coalition Locker

<http://www.coalitionforcollegeaccess.org/how.html>





# Requesting A Transcript

1. Put college into “colleges I’m applying to” in Naviance & request transcript
2. Fill out half-page transcript request form
  - One form required for each school to which you apply
  - If you are applying to 5 schools, you will need 5 transcript request forms.
3. If under 18, have parent sign as well as student.
4. Turn these into Mr. Rutland’s office (main office, front of school).
5. Transcript can be **sent through Naviance**, **mailed**, or **submitted online through the school’s portal**



Spring Branch Independent School District  
Transcript Request for Currently Enrolled Students

**Allow three school days for processing**

Transcripts will be processed within three to five days.

\_\_\_\_\_  
Print: Student's Full Legal Name

\_\_\_\_\_  
Current Grade

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Date of Birth (mm/dd/yyyy)

\_\_\_\_\_  
Student Email Address

Complete ONE Transcript Request form for each receiving College/University/Scholarship.

Name of College/ University/ Scholarship: \_\_\_\_\_

**Step 1:** Request your transcript through Naviance. Look at the Delivery Type column. Click the icon in the Delivery Type column. Check the Delivery Type noted for your listed college:

**Step 2: Delivery Type**

- Naviance (Including Common Application)
- Printed and sealed for student pick-up
- Unofficial for student pick-up

**Step 3:** Submit this Transcript Request form with all information complete, including signatures, to the Registrar's Office.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Student



# College Visits

## Process and Policies For College Visits

- 2 days may be used during senior year for college visitation.
- Per TEA, **no visits will be approved during the 1st or last 6 weeks period.**

## The Approval Process for a College Visit

1. Prior to visit, parent sends Mrs. Johnson and email requesting dates for visit.
2. Student picks up form in Grade Level office.
3. Following visitation, student brings form signed by college back to attendance.



# Naviance T-2-4 Tools

[Researching Careers in Naviance](#)



# Road Trip Nation

Provided through College Board together with Naviance.

[Video](#)





# Colleges I'm Thinking About

[Video](#)

colleges careers about me my planner

colleges I'm thinking about

[+ add to this list](#) | [compare me](#)

College	Delivery type	Added By	Expected Difficulty*	My Interest	Application Deadlines†				Actions		
					Early Decision	Early Action	Priority	Regular Decision	CONTACT	GRAPH	WWW
<input type="checkbox"/> <a href="#">Arizona State Univ</a>		student	N/A	N/A	-	-	-	5/1			
<input type="checkbox"/> <a href="#">California Lutheran Univ</a>		student	N/A	N/A	-	11/15	-	1/15			
<input type="checkbox"/> <a href="#">U of Denver</a>		student	N/A	N/A	-	11/1	-	1/15			
<input type="checkbox"/> <a href="#">U of Montana Missoula</a>		student	N/A	N/A	-	-	3/15	7/1			
<input type="checkbox"/> <a href="#">U of Oregon</a>		student	N/A	N/A	-	11/1	-	1/15			
<input type="checkbox"/> <a href="#">Southern Methodist Univ</a>		student	N/A	N/A	-	11/1	1/15	1/15			
<input type="checkbox"/> <a href="#">Willamette Univ</a>		student	N/A	N/A	-	11/1	-	2/1			

Update Interest Move to Application List Remove from List

\* Difficulty of admission specifically for you as estimated by your counselor

† College information is provided by the colleges themselves. Costs, dates, policies, and programs are subject to change, so please confirm important facts with college