

Senior Brag Packet Instructions

It is finally that time of your high school career that you need to rely on the relationships you have made with your teachers, administrators, and other staff at your campus to help you in your quest to gain admittance into the college of your choice.

To do this, you will be asking for them to complete certain things: grade reports, letters of recommendation, etc. In order for someone to write an effective letter about you, they will need to know about all of the courses you've taken and the extra-curricular activities that you have been involved in since 9th grade.

Enclosed in the Senior Brag Packet are:

- Confidential Teacher Evaluation (3)
- College or Scholarship Recommendation Information (you may attach a resume in place of this form, but please complete the parts of the form that are not included on your resume)

The Senior Brag Packet (teacher evaluations and college information and/or resume) **must be returned to your counselor before any letters of recommendation will be written, at least 3 weeks prior to deadlines.**

Enclosed in this packet are instructions for:

- Requesting Transcripts
- Requesting Letters of Recommendation
- The Common Application: Matching with Naviance
- Guidelines for College Applications/Scholarship Submission
- How to Properly address an envelope (this is for those colleges that still require information to be mailed, rather than submitted electronically)

Requesting Transcripts

You will be requesting your transcripts in Naviance Family Connection. To do this, you must have the college you are requesting the transcript for listed in your "Colleges I am Applying to" list (within your Naviance account).

- Click on the Colleges tab in Naviance, then click on the link for "College I



Am Applying To.”

- Click “Add colleges to this list;” click “lookup,” search for the college(s) you want to add, and then click Add colleges.
- Click on the link for Transcripts
 - If for a college application, select the option for Request transcripts for my college applications (includes NCAA); select the colleges you want transcripts sent to and submit.
 - If for a scholarship, select the option for Request transcripts for scholarships or athletics and follow the instructions. Add notes if needed to the Notes sections.
- If you need an unofficial transcript, you will visit the Counseling office to sign up on the “Unofficial Transcript” clipboard. Unofficial transcripts are processed once a week, and will be available for pick up **after 1:00pm** on Friday.

Requesting Teacher or Counselor Recommendation Letters

These will also be requested in Naviance, and can be found at the bottom of the Colleges I am Applying to page. Counselors are listed in the same list as teachers, so you will need to select them there to request a letter.



If you are requesting for a Teacher or your Counselor to write a letter of recommendation for you, it would be in your best interest to visit with that teacher or counselor in person prior to submitting the request in Naviance. Please ensure you also provide your resume/Brag packet information to your teachers/counselor. You can also upload it into Naviance as a Journal document (located in the About Me area.)

The Common Application

If you are applying to any college using The Common App, you will need to match your Common App account with your Naviance account. Please visit

www.canecationccr.weebly.com, click on the Naviance tab and view the 2+ minute video located on that page to see the steps needed to match your accounts.

IMPORTANT NOTE: *Once you have matched your Common App and Naviance accounts, you cannot request teacher or counselor forms through your Common App account – it must be done through Naviance.*



Guidelines for College Applications & Scholarship Submissions

- If you are submitting a paper application to the college and need a recommendation letter from your counselor, you must provide the counselor with your completed Brag Packet and the following, if applicable:
 1. A Resume or the College or Scholarship Recommendation Sheet included in the Packet (this form is also available online on the Counselor's webpage – see below for URL).
 2. The completed application, ready to submit – ALL student/parent parts must be completed and signed.
 3. Any essays or letters of recommendation you want to include.
 4. A stamped, addressed (should be typed rather than hand-written), plain (not FBISD) envelope.
 5. If you need a transcript to be sent with a scholarship application, you must complete a Transcript Request in Naviance. *Enter a note in the Notes area to indicate you have a packet that needs to be sent with the transcript*; turn the packet in to your counselor, or the registrar (if you do not need a letter to accompany the packet).
- Counselor must receive your Brag Packet at least three (3) weeks prior to the deadline.
- Students should submit 3 Confidential Teacher Evaluation forms to teachers for completion (if you lose the forms in this packet or need more, you can find them online on the Counselor's webpage: www.canenation.weebly.com)

How to Properly Address An Envelope

- The information must be typed or printed, not hand-written. If the school will be mailing something official for you, the Return address should reflect the school's name and address, including the teacher's name if they are mailing directly for you.
- Place correct postage on the envelope. If just 1-5 sheets of paper will be mailed, one stamp is enough; however, if it will weigh more, you will need to 'guestimate' the weight and include 2-3 stamps (or more). If your packet to mail is fairly large, you should use a large 9x13 envelope.

EXAMPLE:

(Teacher Name if necessary)
Hightower High School
3333 Hurricane Lane
Missouri City, TX 77459



Office of Admissions
Georgia Gwinnett College
1000 University Center Lane, Box 12345
Lawrenceville, GA 30043