



September info: transcript requests, letters of recommendation requests, college application and scholarship info

# Requesting Transcripts in Naviance

- Transcript Requests - Follow the steps on the following slides to request transcripts in Naviance. This is the easiest way to communicate to the counseling office that you need a transcript sent to a specific school. This also allows you to track the status of your request.

Go to <https://cchs.canoncityschools.org>  
Hover over “Students” and  
click on “Naviance”

**Cañon City High School** 1313 COLLEGE AVE | CANON CITY, CO 81212 | P: 719-276-5570 F: 719-276-5950

HOME ▾

ATHLETICS/ACTIVITIES ▾

COUNSELING ▾

PARENTS ▾

STUDENTS ▾

STAFF ▾

ALUMNI ▾



## Cañon City High School Mission Statement

ALL Cañon City High School Students will have opportunities to explore career pathways of interest while gaining skills needed to be successful in any life endeavor, and while enjoying many traditional high school experiences valued by students and the greater community.

Homecoming We  
Candy Land

September 13 - 18

Monday  
Class Competition in the Tiger Dome  
7:00 - 8:30 pm

Spirit Days  
Monday - Class Colors Day  
Freshmen - Yellow & Gold

Wednesday  
Varsity Softball vs. Mesa Ridge High School  
7:00 - 9:00 pm  
Admission \$1

SEPTEMBER

SEP

15

### Homecoming Bonfire

7:00 PM - 9:00 PM

Students Only Cost: \$1 per person (Masks Required)

SEP

16

### Boys Tennis vs. Coronado High School

4:00 PM - 6:00 PM

SEP

16

### Softball vs Mesa Ridge High School

6:00 PM - 8:00 PM

# Select “Student”



Welcome Canon City High School!



**Please choose your user type.**

This allows Naviance to help you log in the way your school and district prefers.



Student




Parent or  
Guardian



Alumni

# Select “Continue with Clever”

Welcome Student!



Login to Naviance

**CONTINUE WITH SINGLE SIGN ON**

CONTINUE WITH **Clever**

OR

Email or username

Password

# Type in Canon City, and select Canon City High School

## Log in

Search for your school



Clever



Clever Badge log in

[Parent/guardian log in](#)

[District admin log in](#)

# Click on “Log in with Google”

## Canon City School Dist RE-1

[Not your district?](#)



Log in with Google



Having trouble? [Get help logging in!](#)

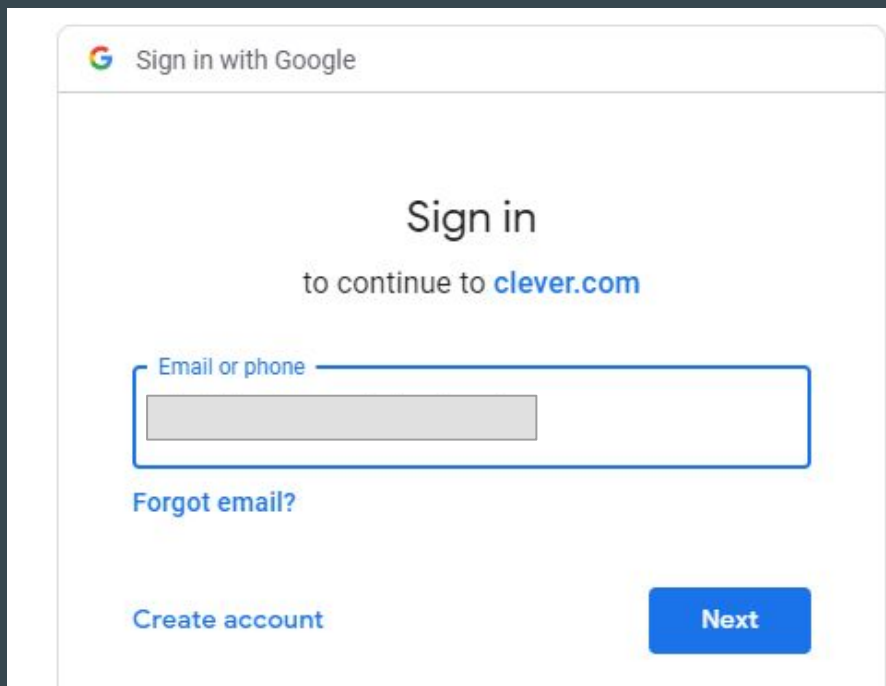
Clever



Clever Badge log in

[District admin log in](#)

If you're logged into your Chromebook, you may be able to skip this. If not, enter your school email and password.



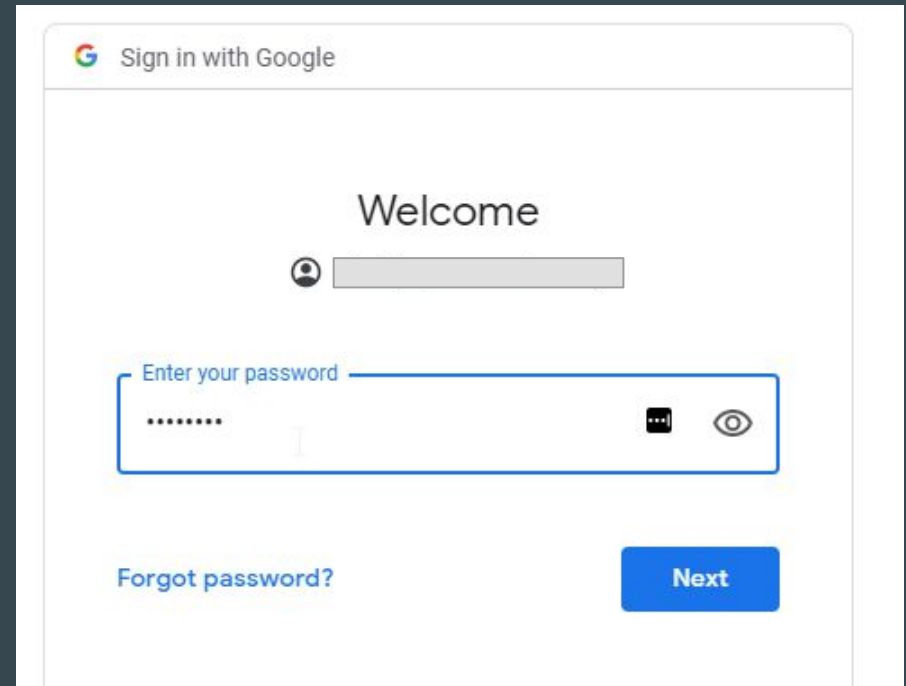
Sign in with Google

Sign in  
to continue to [clever.com](#)

Email or phone

[Forgot email?](#)

[Create account](#) [Next](#)



Sign in with Google

Welcome

Enter your password

[Forgot password?](#) [Next](#)



# If these steps don't work for you, try to log in this way instead:

CCHS website >

Students

Naviance

Student

Zip Code or Town

Put in email address

Click “forgot password”

Use temporary password they send you

Change password to old district password and sign in.

If you have visited Naviance before, you'll get a message like this.

Are you ?



Yes, I'm

**Clever**

Clever © 2020  
Privacy Policy • Terms of Service

# Click next and the Naviance home screen appears

The screenshot shows the Naviance home interface. At the top left is the Naviance logo with the tagline 'BY POWERSCHOOL'. The navigation menu includes 'Home' (highlighted in purple), 'Self-Discovery', 'Careers', 'Colleges', and 'Planner'. On the right side of the menu, there are icons for a heart, 'Demo', a dropdown arrow, a chat bubble, an envelope, and a profile icon labeled 'DG About Me'. Below the navigation is a large white heading: 'Welcome, Demo Geesaman!'. Underneath this is a search bar with the placeholder text 'Type a college name' and a 'SEARCH' button. To the left of the search bar is a dropdown menu labeled 'Search for Colleges'. The main content area is divided into two columns. The left column has a dark header 'Welcome to Family Connection by Naviance!' with a language selector set to 'English' and a 'Go' button. Below the header is a paragraph of text: 'CCHS's Family Connection site is designed to assist our students with college and career planning. Utilizing the tools in the tabs above will help you to set future goals for yourself, build a professional resume, identify careers of interest, and search for colleges that will enhance your education and allow you to achieve your goals.' At the bottom of this column is a 'Read more' button. The right column has a dark header 'My Favorites'. Below it are three items, each with a heart icon: 1. 'COLLEGES I'm thinking about', 2. 'COLLEGES I'm applying to', and 3. 'CAREERS AND CLUSTERS I'm thinking about'.

Click “Colleges” and select “Colleges I’m Thinking About” in the dropdown

The screenshot shows the NAVIANCE website interface. The top navigation bar includes the NAVIANCE logo (BY POWERSCHOOL) and menu items: Home, Self-Discovery, Careers, Colleges, and Planner. A heart icon and a Demo button are also visible. The 'Colleges' dropdown menu is open, displaying three columns of options. The option 'Colleges I'm Thinking About' in the middle column is circled in orange.

Column 1	Column 2	Column 3
College Home	Research Colleges	Apply to College
Find Your fit	Colleges I'm Thinking About	Colleges I'm Applying to
SuperMatch College Search	College Visits	Manage Transcripts
College Match	College Compare	Letters of Recommendation
College Events	College Resources	Test Scores
Advanced College Search	Acceptance History	
College Lookup	Enrichment Programs	
	College Maps	

# Click on “Add colleges to list”

## Quick Links

### MORE SEARCH OPTIONS

SuperMatch®

Advanced college search


College lookup

### MY COLLEGES

Colleges Visits

Colleges I'm thinking about

## Colleges I'm thinking about


 Search for colleges

 Add Colleges to List

 UPDATE INTEREST

 MOVE TO APPLICATION LIST

 REMOVE

 = extended profile available



Sign out

3



2:22

Click on “Look up by” and change to “Keyword”

Type a portion of the name of the college.

Find your college and click on the heart.

It will be added to your college list.



# After adding Colleges I'm Thinking About - Click on college of choice.

Naviance | Student Home Colleges Careers About Me My Planner

Quick Links

**MORE SEARCH OPTIONS**

- SuperMatch®
- Advance college search
- College lookup

**MY COLLEGES**

- Colleges Visits
- Colleges I'm thinking about
- Colleges I'm applying to
- Letters of recommendation

Colleges I'm thinking about Search for colleges

+ Add Colleges to List

1 selected UPDATE INTEREST MOVE TO APPLICATION LIST REMOVE \* = extended profile available

<input checked="" type="checkbox"/>	College	Delivery type <sup>i</sup>	Added By	Application Deadlines	Interest	MORE <sup>⋮</sup>
<input checked="" type="checkbox"/>	University of Colorado at Boulder	CA	Student	Multiple Deadlines <sup>∨</sup>	N/A <sup>∨</sup>	MORE <sup>⋮</sup>
<input type="checkbox"/>	Colorado State University	CA	Student	Early December Action 1	N/A <sup>∨</sup>	MORE <sup>⋮</sup>
<input type="checkbox"/>	Pueblo Community College		Student	N/A	N/A <sup>∨</sup>	MORE <sup>⋮</sup>

It will show what type of application is required. Click move to application list.

# Choose the application deadline you prefer:

- **Early Action** - non-binding, early notification, December
  - **Early Decision** - binding, December
  - **Regular Decision** - most common method

The screenshot shows the Naviance Student interface for the University of Colorado at Boulder. It features a teal header with the Naviance logo and the text "Naviance | Student". Below the header, there is a "Cancel" button with an 'X' icon. The main content area is divided into two steps: "STEP 1 Add Applications" and "STEP 2 Request Transcripts". The "STEP 1" button is highlighted in dark teal. A light gray box contains the university name "University of Colorado at Boulder" and the question "Which application deadline do you prefer?". A dropdown menu is open, showing three options: "Regular Decision January 15" (selected with a green checkmark), "Regular Decision January 15", and "Early Action November 15". Below the dropdown is a checkbox labeled "I've already sent my application". At the bottom, there are two buttons: "Add Applications" and "ADD AND REQUEST TRANSCRIPTS".

Naviance | Student

Cancel

STEP 1 Add Applications

STEP 2 Request Transcripts

University of Colorado at Boulder

Which application deadline do you prefer?

Regular Decision January 15 ✓

Regular Decision January 15

Early Action November 15

I've already sent my application

Add Applications

ADD AND REQUEST TRANSCRIPTS



# Choose how you will submit it:

- Via Common Application
- Direct to the institution
- I'm not sure yet

The screenshot shows a web browser window with the URL [student.naviance.com/colleges/considering/move](https://student.naviance.com/colleges/considering/move). The page header includes the Naviance logo and the text "Naviance | Student". Below the header, there is a "Cancel" button. The main content area is divided into two steps: "STEP 1 Add Applications" and "STEP 2 Request Transcripts". The "STEP 1" section is active and shows the following information:

- University of Colorado at Boulder
- Which application deadline do you prefer?**  
Regular Decision January 15
- How will you submit your application?**  
Via Common App

At the bottom of the form, there are two buttons: "Add Applications" and "ADD AND REQUEST TRANSCRIPTS".

If you've already applied, click the box  
"I've already sent my application."

The screenshot shows a web browser window with three tabs: "Cañon City High School", "Move to College Appli...", and "Spectrum Home Page". The address bar shows "Secure | https://student.naviance.com/colleges/considering/move". The page header is "Naviance | Student". A "Cancel" button is in the top left of the form area. The form content is for "Southeast Missouri State University" and includes two dropdown menus: "Which application deadline do you prefer?" with "N/A" selected, and "How will you submit your application?" with "I'm not sure yet" selected. Below these is an unchecked checkbox labeled "I've already sent my application". At the bottom is an "Add Applications" button.

Cañon City High School x Move to College Appli... x Spectrum Home Page - | x M ch

Secure | https://student.naviance.com/colleges/considering/move

Naviance | Student

X Cancel

Southeast Missouri State University

Which application deadline do you prefer?

N/A

How will you submit your application?

I'm not sure yet

I've already sent my application

Add Applications

# Click on “Add Application” or “Add & Request Transcripts”

The screenshot shows a web browser window with the URL [student.naviance.com/colleges/considering/move](https://student.naviance.com/colleges/considering/move). The page header includes the Naviance logo and the text "Naviance | Student". Below the header, there is a "Cancel" button with a close icon. The main content area is divided into two steps: "STEP 1 Add Applications" (highlighted) and "STEP 2 Request Transcripts". Under "STEP 1", the university "University of Colorado at Boulder" is selected. A dropdown menu titled "Which application deadline do you prefer?" is open, showing "Regular Decision January 15" as the selected option. Another dropdown menu titled "How will you submit your application?" is also open, showing "Via Common App" as the selected option. At the bottom of the form, there are two buttons: "Add Applications" and "ADD AND REQUEST TRANSCRIPTS".

student.naviance.com/colleges/considering/move

Naviance | Student

Cancel

STEP 1 Add Applications

STEP 2 Request Transcripts

University of Colorado at Boulder

Which application deadline do you prefer?

Regular Decision January 15

How will you submit your application?

Via Common App

Via Common App

Add Applications

ADD AND REQUEST TRANSCRIPTS

# College Applications

Most deadlines range from Nov 1 to summer after senior year

Application fees can be waived

- If you qualify for “Free or Reduced Lunch”
- If you apply on Colorado Free Day (Oct 19-21)
  - see college websites for special codes or instructions
- Some colleges will waive the fee if you apply by a certain date or if you are on their email/ mailing list

Start working on essays

# Your colleges will now be listed on “Colleges I’m Applying to”:

Naviance | Student

Give feedback No new messages LOG OUT

Home Colleges Careers About Me My Planner

### Colleges I'm applying to

Search for colleges

+ extended profile available REMOVE

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Southeast Missouri State University	RD	Regular Decision	- no request	Pending		Submitted <span>EDIT</span> <span>MORE</span>
<input type="checkbox"/> Texas A&M University	RD	Regular Decision	December 1 no request	Pending		Unknown <span>EDIT</span> <span>MORE</span>

College that I'm attending:

N/A Update

Letters of recommendation

Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

# To request transcripts, click here.

The screenshot shows the Naviance Student interface. At the top, there is a teal header with the Naviance logo and 'Student' text. On the right side of the header, there are navigation links: Home, Colleges, Careers, About Me, and My Planner. Below the header, there is a dark blue bar with the text 'Colleges I'm applying to' and a search icon with the text 'Search for colleges'. Below this bar, there is a white area with a 'Manage Transcripts' button and a red plus sign. Below that, there is a table with columns: College, Type, Deadline, Transcripts, Office materials, Submission Type, and Application. The table has one row for 'Southeast Missouri State University'. Below the table, there is a section for 'College that I'm attending:' with a dropdown menu showing 'N/A' and an 'Update' button. At the bottom, there is a section for 'Letters of recommendation' with a note about submitting letters of recommendation.

Give feedback No new messages LOG OUT

Naviance | Student Home Colleges Careers About Me My Planner

Colleges I'm applying to Search for colleges

Manage Transcripts +

+ REQUEST TRANSCRIPTS REMOVE

\* = extended profile available

College	Type	Deadline	Transcripts	Office materials	Submission Type	Application
<input type="checkbox"/> Southeast Missouri State University	RD	Regular Decision	- no request	Pending		Unknown <span>▼</span> <span>EDIT</span> <span>MORE</span>

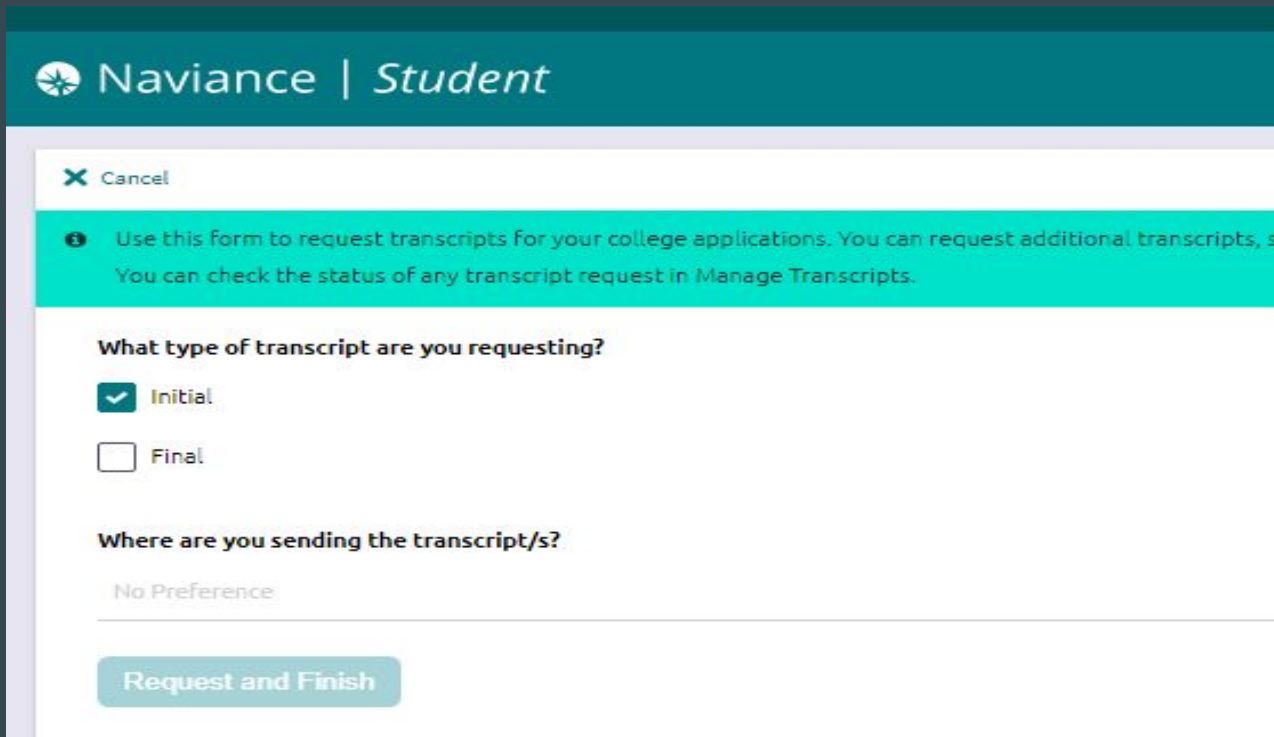
College that I'm attending:  
N/A ▼ Update

Letters of recommendation  
Some colleges require letters of recommendation to be submitted with your application. Please visit the letters of recommendation section, accessible from the main colleges page, for more information

Click **Initial** and select where are you sending the transcript.

Then click **“Request and Finish”**

(After you graduate, you should request a final transcript be sent to the college you have chosen to attend.)



The screenshot shows the Naviance Student interface for requesting transcripts. At the top, there is a teal header with the Naviance logo and the text "Naviance | Student". Below the header is a white modal window with a "Cancel" button in the top left corner. A teal banner contains an information icon and the text: "Use this form to request transcripts for your college applications. You can request additional transcripts, such as a final transcript. You can check the status of any transcript request in Manage Transcripts." The main form area has the heading "What type of transcript are you requesting?" and two radio button options: "Initial" (which is selected) and "Final". Below this is the heading "Where are you sending the transcript/s?" with a dropdown menu currently set to "No Preference". At the bottom of the form is a teal button labeled "Request and Finish".

# Click on edit to update your application status.

**Confirmation**  
2 colleges successfully added

**Naviance | Student** Give feedback No new messages LOG OUT

Home **Colleges** Careers About Me My Planner

**Quick Links**

**MORE SEARCH OPTIONS**

- SuperMatch@
- Advance college search
- College lookup

**MY COLLEGES**

- Colleges Visits
- Colleges I'm thinking about
- Colleges I'm applying to
- Letters of recommendation

**COLLEGE RESEARCH**

- College resources
- Enrichment Programs

**Edit College Application**

**Southeast Missouri State University (MO)**

**Have you submitted your application?**

I've submitted my application

**Division**  
N/A

**I'll submit my application**

Via Common App

Direct to the institution

I'm not sure yet

**College Deadline**  
No Date

**Counselor Override**  
Not Applicable

**App type**  
Regular Decision

**Result**  
Unknown

**Waitlisted/Deferred**  
N/A

**Interest**  
N/A

**Format**  
N/A

**Save College Application**



# Letters of Recommendation

- Recommendation letters can be instrumental in your admission to a university and your scholarship opportunities
- Choose teachers/coaches/administrators/counselors/community adults who know you well and can discuss your **AWESOME QUALITIES**
- **Always ask (in person if possible) before you send a request and give them as much notice as possible**
- Most will want a **resumé or information sheet** to help them as they write the letter

# Find the Letter of Recommendation Info Sheet on the school website under the Counseling tab

HOME ▾

ATHLETICS/ACTIVITIES ▾

COUNSELING ▾

PARENTS ▾

STUDENTS ▾

STAFF ▾

ALUMNI ▾

Home / Schools / Canon City High School / Counseling Department / Letter of Recommendation Information



## Counseling Department

Enrollment Information

## Letter of Recommendation Information

When asking someone to write you a letter of recommendation, follow these steps:

- Complete the Student Information Sheet for Letter of Recommendation (below) or a resume on Naviance.
- Print the number of copies you need for the number of recommendations needed
- Submit your completed Student Information Sheet or resume to the people you have asked to write you a recommendation



Student Information Sheet for Letter of Recommendation.pdf

# Click on the **Colleges Home** tab, find **Apply to College** and below that title click on **Letters of Recommendation**

The screenshot shows the NAVIANCE BY POWERSCHOOL website interface. The top navigation bar includes the NAVIANCE logo, a home icon, and tabs for Home, Self-Discovery, Careers, Colleges (highlighted), and Planner. On the right side of the navigation bar, there are icons for a heart, Demo, a dropdown arrow, a chat bubble, an envelope, a profile icon labeled 'DG', and an 'About Me' dropdown. Below the navigation bar, the 'Colleges' menu is expanded, showing four main categories: 'College Home', 'Research Colleges', 'Apply to College', and 'Scholarships & Money'. Under 'Apply to College', the item 'Letters of Recommendation' is circled in orange. At the bottom of the page, there is an 'N/A' label, a dropdown arrow, and an 'Update' button.

NAVIANCE  
BY POWERSCHOOL

Home Self-Discovery Careers **Colleges** Planner

♥ Demo [dropdown] [chat] [email] DG About Me [dropdown] CL

- College Home
- Find Your fit
  - SuperMatch College Search
  - College Match
  - College Events
  - Advanced College Search
  - College Lookup
- Research Colleges
  - Colleges I'm Thinking About
  - College Visits
  - College Compare
  - College Resources
  - Acceptance History
  - Enrichment Programs
  - College Maps
- Apply to College
  - Colleges I'm Applying to
  - Manage Transcripts
  - Letters of Recommendation**
  - Test Scores
- Scholarships & Money
  - Scholarships I'm Applying To
  - Scholarship List
  - National Scholarship Search

N/A [dropdown] Update

# Click on Add Request

## Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For ▾	Deadline ▾	Recommender(s)	Status ⓘ	Cancel Request
----------------------	------------	----------------	----------	----------------



Your recommendation requests will show up here.

Add Request

Be sure to let your teacher know *in person* that you are requesting a letter through Naviance.

# Select the teacher that you are asking to write your letter of recommendation.

Letters of recommendation

### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

[Cancel](#) [Submit Request](#)

1. Who would you like to write this recommendation?\*

Select A Teacher

2. Addington, Andrew

Albrecht, Kenneth

Arguello, Travis

Barton, Matthew

Bliss, JoAnn

Bohken, Nathan

3. Bolton, Lorry

SP Boring, Jamie

Brock, Katie

Carlson, Scott

Carochi, Dominic

Carter, Steven

Clasby, Megan

Cline, Kenneth

Conrad, Amanda

Coppa, Lori

Coppa, Lori

Coppa, Chris

Curl, Michelle

3. For whom are you recommending about your great qualities and any other information you would like to share?

3000 characters remaining

[Cancel](#) [Submit Request](#)

\* Indicates a required field

Canon City High School  
1431 Lombard St  
Canon City, CO 81212

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Family Connection LOR Request Ut: 1.5.1  
[Privacy Policy](#)  
Logged in as **Lincoln Andrews**  
[Log out](#)

# Select a specific college or select all. Add a note if you have specific instructions or want certain qualities discussed. Then click **Submit Request**.

**Letters of recommendation**

## Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

1. Who would you like to write this recommendation?\*

2. Select which colleges this request is for:\*

Choose **specific** colleges from your *Colleges I'm Applying To* list

Colleges -	Due -
<input type="checkbox"/> Southeast Missouri State University -- required / 3 allowed / 0 requested	
<input checked="" type="checkbox"/> Texas A & M University-College Station -- required / -- allowed / 0 requested	Dec 01 2018

All current and future colleges I add to my *Colleges I'm Applying To* list

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

2924 characters remaining

\*Indicates a required field

# Your request will be listed. You can cancel at any time (before the letter is submitted) and check progress.

The screenshot shows the Naviance Student interface. At the top, there is a teal header with the Naviance logo and 'Student' text on the left, and navigation links for HOME, Colleges, Careers, About Me, and My Planner on the right. A 'LOG OUT' button is also visible in the top right corner. Below the header, a green notification bar states: 'Way to go! Timothy Ritter will be notified of this recommendation request for 1 colleges.' Below this, the section 'Letters of recommendation' is displayed, followed by 'Your Requests'. A sub-header reads: 'You can request new letters of recommendation and track the most recent status of your requests here.' To the right of this text is an 'Add Request' button. Below this is a table with the following columns: 'Recommendation For', 'Deadline', 'Recommender(s)', 'Status', and 'Cancel Request'. The table contains one row: 'Texas A & M University-College Station' (with a note '-- required/ -- allowed/ 1 requested' below it), 'Dec 01 2018', 'Timothy Ritter', 'Requested', and a cancel icon. Below the table is another 'Add Request' button.

Way to go! Timothy Ritter will be notified of this recommendation request for 1 colleges.

### Letters of recommendation

### Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For	Deadline	Recommender(s)	Status	Cancel Request
Texas A & M University-College Station <small>-- required/ -- allowed/ 1 requested</small>	Dec 01 2018	Timothy Ritter	Requested	X

Add Request

# Scholarship Info

Major Colorado scholarships:

- Hurliman: opens in Oct, due in Feb
- Boettcher: opens in Sep, due in Nov
- Daniels: opens in Oct, due in Nov
- local scholarships open in Feb, due in March

Scholarship Bulletins:

On CCHS website & emailed

Colorado Colleges:

Financial Aid links on college website

Some colleges aid/scholarships automatic with application

Some require separate scholarship application

Sign up for websites like RaiseMe, Going Merry

Apply for everything! But don't pay for scholarships



# Helpful Hints

- Have a resume up to date and ready - referencing it will make filling out applications much easier
- Find your transcript in Student Portal to use while filling out college and scholarship applications
- SAT/ACT - sign up to retake THIS FALL if you want to improve your score
- FAFSA workshop - date is TBD
- Parent Night - Sept 20
- College Fair - Oct 6