

Lewis S. Mills High School  
School Counseling Department

1. Log into your Naviance account through the student drop down tab on the LSM website:  
<https://student.naviance.com/auth/fclookup>
2. Update your Naviance account if you've changed your email address:
  - a. *About Me* Tab-->*My Account*--> *Edit email* (**DO NOT USE SCHOOL EMAIL**)
3. Click on *Colleges* Tab-->*Colleges I'm applying to*--> *Match accounts* (in pink bar)
  - a. If you already have a common application account, type in the email you used for your common app and click *match accounts*
4. If you do not have a Common App account, watch this video for instructions:  
[https://www.youtube.com/watch?v=izuq4RRg4\\_g](https://www.youtube.com/watch?v=izuq4RRg4_g)

**Common Application Helpful Information:**

**\*\*Education** section in *Common App*

1. Click Find our school: add **Lewis S. Mills**
2. Type in the date of entry to Mills: **August 2017**
3. Boarding School: **No**
4. Graduation Date: **June 10, 2021**
5. Counselor Info:  
Ms. Meridith A. Silver x15312, [silverm@region10ct.org](mailto:silverm@region10ct.org)  
Mr. Lucio S. DeMarco x 15314, [demarcol@region10ct.org](mailto:demarcol@region10ct.org)  
Mr. Joseph N. Trahan x15313, [trahanj@region10ct.org](mailto:trahanj@region10ct.org)  
Ms. Erin B. Putnam x15315, [putname@region10ct.org](mailto:putname@region10ct.org)
6. Counselor Job Title: **School Counselor**
7. (860) 673-0423

Click **Continue**--> **Grades**

1. Rank Reporting: **Exact**
2. Rank: **See Transcript in your senior folder**
3. Rank weighting: **Weighted**
4. Class Size: **191**
5. Cumulative GPA: **See Transcript**
6. GPA Scale: **4.0**
7. GPA Weighting: **Weighted**

Click **Continue** and add at least one college under the *College Search* tab

Go back to *My Colleges* and click on *Recommenders and FERPA*--> *Release Authorization*

1. Click the box and select either to **WAIVE** or **NOT WAIVE**: for information on this:  
<https://appsupport.commonapp.org/applicantsupport/s/article/What-is-the-FERPA-Waiver>
2. Click **I Understand My Waiver**
3. **Signature** (type your name) and continue

Click back onto your Naviance account-->*Colleges*--> *Colleges I'm applying to* and Fill in Common App Email Address and DOB to **MATCH ACCOUNT**

Over the next few weeks, you should be working on completing the Common Application. Please see your school counselor with any questions.

## **Next Steps once you have matched your Common Application and Naviance accounts:**

1. In your Naviance account, update the submission type for each school (Common App or other application), type of application (regular or early), and request your transcripts.
2. Follow up with teachers who are writing your letter(s) of recommendation to confirm that they are completed and uploaded into Naviance. (Make sure you add them in Naviance under Apply to College → Letters of Recommendation).
3. Send your SAT/ACT scores to all the schools that require them. It can take up to two weeks for colleges to receive your scores, so plan accordingly.
4. Once you submit an application, fill out a blue transcript request form and give it to your school counselor:  
<https://region10ctorg.sharepoint.com/:b:/s/LSMSchoolCounseling226/EQp1yW2af4pFtxvb5EF4O4UB4BI5vqUEBysGb5xZx1QDXw?e=OMNcs0>
5. Once your school counselor receives the completed transcript request form, they will electronically send your transcript, school profile, letters of recommendation, and any other forms required by the school.
6. Midterm grades and reports are automatically sent to all the colleges you apply to.

**CONGRATULATIONS, you applied to college!**

## **Helpful tips:**

- Once you add a college to “colleges I’m applying to” in Naviance, you can’t remove it. If you want a school removed, reach out to your school counselor, and we can do it for you.
- Colleges require standardized test scores sent directly from the testing agency. You are responsible for this.
- Write a thank you note to your letter writers.
- Have an English teacher or school counselor review your college essay.
- Some colleges want to see first quarter grades. If you need this, complete the form in the counseling office.
- If you need any help along the way, please reach out to your school counselor. We are here to help!

## SCHOLARSHIPS/FINANCIAL AID

**Local Scholarship** information will begin to become available in November 2020.

- Students should check the Naviance scholarship list under Colleges
- Print scholarship applications and submit to Ms. Berardinelli in the counseling office
- Indicate which letter of recommendation you'd like attached and Ms. B. will attach it.
- Ms. Berardinelli will attach your transcript

Other scholarship websites:

- [Fastweb.com](http://Fastweb.com)
- [Bigfuture.collegeboard.org](http://Bigfuture.collegeboard.org)
- [Careeronestop.org](http://Careeronestop.org)
- [Mainstreetfoundation.org](http://Mainstreetfoundation.org)

### **Financial Aid**

- [Studentaid.gov](http://Studentaid.gov)
  - FAFSA (Free application for federal student aid)
  - Can be applied for as early as October 1, 2020 using last year tax information (the earlier the better!)
- [CSSprofile.collegeboard.org](http://CSSprofile.collegeboard.org)
  - Required by some private colleges
- Managing college costs 4 part series (zoom links on counseling website)