**Col. Zadok Magruder High School College Application Process: Instructions**

**School Address:**

5939 Muncaster Mill Road

Rockville, Maryland 20855

301-840-4614

**Fax:** 301-840-4617

**Magruder CEEB code:**

210904

**Timeline to process applications**

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| College Deadline | Due to Registrar |
| **Oct. 1** | **Sept. 1** |
| **Nov. 1** | **Sept. 30** |
| **Nov. 15** | **Oct. 13** |
| **Dec. 1** | **Oct. 27** |
| **Dec. 15** | **Nov. 15** |
| **Jan. 1** | **Nov. 23** |
| **Jan. 15** | **Dec. 9** |
| **Feb. 1** | **Jan. 6** |

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| **Step 1 Create a Family Connection/Naviance Account and complete “Senior Thinking** **About Yourself” form*** Access Family Connection/Naviance from the Magruder website. Choose Family Connection tab under “Quick Links”
* Log-in information: Username will be school e-mail address and password is student ID number
* Complete the “Senior Thinking About Yourself” form under the “About Me tab”
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| **Step 2 Complete the Common Application and FERPA Wavier*** All students MUST create a Common Application account. Students should go to [www.commonapp.org](http://www.commonapp.org) and select “Apply Now” and then “Create Account”. If you are having connection issues, consider using Google Chrome as your browser
* Once you have created an account, select the “Common App” tab. Go to the “Education” portion of the application and complete section. Be sure to choose Magruder as your current school.
* Once the Education section is complete, go to the “College Search” tab
* Students must choose **AT LEAST ONE** school from the list, even if you are not applying to any common app schools
* Once a school has been added to your list, select “My Colleges” tab and complete the “Recommenders and FERPA” section. This gives Magruder permission to release your transcripts to colleges.
* Use the “Assign Recommenders” section to identify which staff will write your letter of recommendation. Your teachers and counselor need 20 days to process a request. PLEASE SEE PROCESSING TIME CHART AT THE TOP OF THE PAGE.
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| **Step 3: Link Common Application and Family Connections Accounts*** Return to Family Connection Account and select the “Colleges” tab
* Click the “Colleges I am applying to” link and complete the “Common App Account Matching” section
* Students MUST enter the e-mail address they used to create their Common App account to link profiles
* In order for the accounts to properly match, students date of birth, name and email address must be the same on both accounts- **NO NICK NAMES**
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| **Step 4 Determine the college submission method and the colleges you want to apply**indicates **Common Application** indicates **eDoc**  indicates **Mail**Indicates **Coalition Application*** Students **MUST** add **ANY** school they are applying to, to their “Colleges I am Applying to” list
* Identify how you are applying to each school (Common Application, Coalition Application or directly to the school’s site (eDocs). Many schools will have multiple methods a student can use to apply. If it is not clearly indicated, files can not be sent
* Identify which deadline you are applying for (Early Decision, Early Action, Regular Decision, Rolling)
* If a school requires a hard copy application process, proceed to step 4 for further information
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| **Step 5: Applying via Mail*** If applying to a school via mail, you must provide a 9 x 12 envelope, addressed to the college

admissions office or scholarship program, with your name only (not your return address) along with 3 first class stamps or equivalent postage affixed to the envelope. **Students First & Last Name** **NO RETURN ADDRESS 3 Stamps** **Admissions Office Address** |
| **Step 6 Request Transcript and Submit Application*** Complete the paper Transcript Request Form **whether you are submitting transcripts by mail or on-line** and give to the Registrar. This is the only way counselors will know to send required documents.
* Submit your portion(application, essay and fee) directly to the college/university; on-line or by mail**.**
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| **Step 7 Request Teacher Recommendation** * Check with your teacher to determine if they want to use Family Connection/Naviance or postal mail. If by mail, provide a business sized envelope addressed to each college with 1 stamp. Provide teacher with application deadline (same date in Naviance). Write your first and last name only in the top left corner. Don’t include your RETURN ADDRESS.
* If teacher recommendation will be sent through eDocs, be sure to make request through Family Connections account
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| **Step 8 Request to have your SAT and ACT scores sent directly to the college*** Complete an on-line request @ <http://sat.collegeboard.org/scores> for the SAT and

<http://actstudent.org/scores/send/> for the ACT.* Magruder does not have access to student’s test scores. You must submit on your own
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