Applying to Colleges Using the SendEdu Service

- When students apply to a SendEdu partnering college or university, they will be provided with information about how to complete their applications and will be given directions on how to coordinate with their counselor and any needed references.

- Counselors and references may be notified about a student's application to a partnering institution in one of two ways: (1) through an email or (2) through an Official Document Request, which is included in the student's completion package.

- If you have not already done so, watch this video and follow the instructions: https://vimeo.com/576038563

- If any of the schools to which you are applying via the Coalition Application require a teacher of counselor letter of rec., OR any supporting documents, you need to inform your teacher(s) and counselor that you are requesting whatever it is you need from them. **You will also have to invite them to your Coalition App so that they receive a link that allows them to upload required documents.**

- **IF** you need a letter of recommendation, from a teacher and/or a counselor, AFTER you asked them in person for one you will need to complete the brag survey(s) in Naviance. Go HERE for a quick tutorial regarding letters of recommendation in general.

Sending Your Transcript(s)-If you are applying to colleges, you NEED to have your transcripts sent! Follow the instructions below or the colleges will NOT receive them…

Click HERE for a detailed description of what a transcript is and how you can read one.

Please review the following scenarios and choose the one that applies to you:

"I just want an **unofficial** copy of my transcript" -go to the counseling office, and ask for an "unofficial copy" of your transcript.

"I am applying to colleges, and I need to have my transcript sent" -click HERE.