

FAMILY CONNECTION AND REQUESTING TRANSCRIPTS

In order for you to request transcripts, you must log in to Family Connection at <https://connection.naviance.com/family-connection/auth/login/?hsid=egrhs> using your Skyward username and password (this link is available on the EGRPS Guidance Website). After successfully logging in, tabs appear at the top of the screen. Click on the **“COLLEGES”** tab.

Under “Colleges I am applying to” you will see a box that refers to matching your Family Connection account to your Common Application account. You will do this by entering the email that you used to create your Common Application account, along with your date of birth, and clicking the “match” button. If you are not using the Common Application, please continue below to the section on adding colleges to which you will apply

family connection

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my colleges

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college research

colleges I'm applying to

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address: Date of Birth:

Once you have matched the Common Application or determined that the college does not require it, click on “add colleges to this list”.

[+ add to this list](#) | [request transcripts](#) | [view detailed status](#) | [compare me](#)

College	Type	How are you applying?	Submissions	Expected Difficulty*	Deadline†	Transcript	Office Status
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[+ add colleges to this list](#)

Then follow the directions to look up colleges to which you will apply. Remember to request your transcript.

search for colleges: [MORE SEARCH OPTIONS >>](#)

colleges I'm applying to

Use this page to tell your counselor about colleges to which you are definitely planning to apply. Click "lookup" to find the name of each college. Click the "request" check box in the Transcript column if you need the school to submit a transcript to that college. If you are not sure about applying to certain colleges yet, you should add them to your [list of prospective colleges](#).

Type	Transcript	College	I have submitted my application
Regular Decision	<input type="checkbox"/> request	Grand Rapids Community College :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>
Regular Decision	<input type="checkbox"/> request	(click lookup) :: lookup	<input type="checkbox"/>

my colleges

- > [colleges I'm thinking about](#)
- > [colleges I'm applying](#)

Listed below are the common types of application options you will choose from:

REGULAR DECISION – you are applying at the normal date and will receive notification of admission based on how that college processes applications. You have until May 1 to make your admissions decision and deposit.

ROLLING ADMISSION – this college will process your application as soon as it is complete. The college will send you your admission status result, usually within 6-8 weeks of the application completion at the school. You have until May 1 to make a decision and a deposit.

PRIORITY – colleges will often have a priority date for scholarships and other benefits, similar to early action, but may have a later notification date. You have until May 1 to make a decision and a deposit.

EARLY DECISION – a contract between you and the school to which you are applying. You must have your materials in by an early deadline (generally November 1). Colleges will respond by January 1-15. The contract is binding. You, a parent and your counselor sign off to say you understand the commitment prior to sending in your application. If accepted, you must deposit at that school immediately as long as you have received a financial aid package.

All test scores must be sent directly from the testing agency, as many schools will not accept scores from any other source, even EGRHS.

When you go back to the “colleges I am applying to” menu, you will be able to check on the status of your application. The date it was sent is the postmark/transmission date. You should give some time for the colleges to process the transcript within their system (generally 2-4 weeks).

NOTE: EGRHS WILL NOT PROCESS ANY REQUESTS PRIOR TO SEPTEMBER 8, 2017.