Welcome to Family Connection, your new “one stop shop” for College and Career Planning. We hope you enjoy the resources provided here to assist you with the college and career planning process. Talk to your counselor or Ms. Madden in the LSW Counseling office if you have any questions!

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| Homepage         | Welcome message, important information, links and updates | My Colleges, Links, Updates, Document Library | - Enter criteria under “Find Your Best Fit” and complete a college search  
- Want more results? Change “Results” to 250 | Check back frequently for updates! |
| Colleges Tab     | College Search Tool                   | SuperMatch college search                   | You can compare your “pinned” schools and save college searches |                                                                         |
| Colleges Tab     | College Map Tool                      | College Maps                                | Find A+ Schools and click on it – a map of all A+ schools in Missouri appears | Feel free to explore other college maps |
| Colleges Tab     | Adding colleges you are considering   | Colleges I’m Thinking About                 | Add Colleges you are thinking about to your list.                    | When you click on a college you’ve added, tons of helpful information will populate – a direct link to their website, general info, deadlines, admission info, financial aid info, majors & degrees, videos, etc. |
| Colleges Tab     | Adding colleges you are applying to   | Colleges I’m Applying To                    | - Click “add colleges to this list.” Search for colleges you are (or have) applied to. 
- If you need to request a transcript to be sent to your college/university, click the request transcript button next to the college. | -Update your ‘colleges you are applying to’ as needed 
-Use the transcript request tool for any future transcript requests you need 
- Keep info up to date (using pencil/Edit button) |
| Careers Tab      | Explore careers, complete interest assessments, career videos | Favorite Careers & Clusters, What are my interests?, Roadtrip Nation | Save favorite careers, explore assessments, watch career videos |                                                                         |
Quick Reference Sheet

(Transcripts, ACT/SAT Scores, Counselor and Teacher Letters)

Transcript Requests:

✓ Before you request a transcript: check with the college to determine if they need a transcript. Some schools do not need a transcript unless you decide to attend that college.
✓ Transcript requests should be submitted through Family Connection (even if the school will only accept paper transcripts).
✓ Next spring, after you have decided which college to attend, you will need to request a FINAL transcript (we will talk more about this in the spring).
✓ Check the status of your transcript request in the “Colleges I’m Applying To” section.
  • “No Request”: No transcript has been requested
  • “Pending”: Transcript requested, but not yet sent
  • “Sent”: Transcript has been sent (electronically or by mail) – the date sent will be included

ACT and SAT Scores:

✓ Some colleges will only accept official scores sent directly from ACT and/or College Board. You are responsible for requesting those scores from ACT or College Board if your college requires them.
✓ We will put unofficial test scores on your transcript unless you let Ms. Stephenson know that you would not like those submitted with your transcript.
✓ We can only send all test scores (both ACT and SAT and all test dates) or none at all.

Counselor Materials (Recommendation Letters and School Reports):

✓ Check each school’s requirements and deadlines. If you are applying via Common App or need a Counselor Letter/School Report, see your counselor at least two-three weeks before the application deadline.

Teacher Recommendation Letters:

✓ Do not ask a teacher to write a letter unless the college requires it.
✓ Check each school’s requirements for the number of letters they accept. Many schools will keep ONLY the first letter(s) they receive and discard additional ones.
✓ Talk to your teacher in person at least two-three weeks before the application deadline.
✓ Be sure to provide your teachers with the information they need to send their letter (school address, Common App link, etc.).
✓ Thank your teachers for writing a letter for you! It is very time consuming.

**If you have any questions, please talk to your counselor or Ms. Madden in the LSW Counseling office.**

We hope you love this new College and Career Planning Tool!