

LSW Family Connection 2016-2017

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!

Login Instructions:

- Go to LSW homepage
- Click on Guidance
- Click on Family Connection

Username: Same as PowerSchool

Password: Same as PowerSchool

Section	Topics	Locate	To Do	Notes
Homepage	Welcome message, important information, links and updates	My Colleges, Links, Updates, Document Library		Check back frequently for updates!
Colleges Tab	College Search Tool	SuperMatch college search	- Enter criteria under “Find Your Best Fit” and complete a college search - Want more results? Change “Results” to 250	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 <i>-Use the transcript request tool for any future transcript requests you need</i> - 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

Deadlines and Submissions:

- ✓ Check each college’s deadlines carefully and understand what submission methods they offer (*you’ll only pick one method*):
 - Online Application?
 - Common App?
 - Coalition App?
 - Paper Only?
- ✓ The default method/deadline in Family Connection is “Regular Decision,” so you need to manually edit it if it’s an early deadline. Need help? See your counselor.
- ✓ If given a choice to apply via Common App, Coalition App, or the school’s online application, you must indicate which method you’re using under the “How are you applying” icon.
- ✓ If you are only applying to one college that uses Common App and an Online Application is available for that school, it is best to apply using the Online Application.

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!***