

Tip Sheet for Applications

School Info:

The Bromfield School
14 Massachusetts Ave.
Harvard, MA 01451
Phone # 978 456-4152
Fax # 978 456-3013
Website: www.psharvard.org

School CEEB/ACT Code: 220955
Entry Date to Bromfield: 8/12 (grade 9)
Graduation Date: 6/10/16
Gr. 12 Class Size: 98
We DO NOT rank our students
GPA is unweighted

Counselors:

Mr. Drew Skrocki 978-456-4148 x 1543
dsrocki@psharvard.org
Mrs. Sara Lamere 978-456-4148 x 1541
slamere@psharvard.org
Mrs. Lisa Soldi 978 456-4148 x 1547
lsoldi@psharvard.org

Guidance Secretary:

Mrs. Susan Farnsworth 978-456-4148 x 1540
sfarnsworth@psharvard.org

Common Application - <https://www.commonapp.org/>

1. How to sign FERPA

- Click “My Colleges” (**Must have at least 1 college listed**)
- Click “Recommenders and FERPA” under “Application” (**Education section of the Common App must be completed**) then click “release authorization” to the right, follow prompts
- In Naviance, go to the “Colleges I’m applying to” section and “match” your Naviance account to your Common App account by putting in the email address you use to log in to the Common App and your date of birth.
*****Teachers cannot upload letters, and documents cannot be submitted unless complete*****

Naviance - <https://connection.naviance.com/fc/signin.php?hsid=bromfield>

- Or www.psharvard.org - Click “Naviance” which is at the top of the page

1. Move colleges to “Colleges I’m applying to”

- Click “Colleges”
- Click “Colleges I’m Thinking About”
- Click box next to the colleges you are applying to
- Click “Move to Application List” underneath list of colleges
- Choose decision type
- Click “add applications”

2. Complete “Information for Counselor Recommendation”

- Click “about me”
- Click “Information for Counselor Survey” on the left side of the page

3. Complete Resume

- Click “about me”
- Click “resume” under the “interesting things about me” section
- Or you can upload one in “journal” section under “interesting things about me”

4. Where to request transcripts

- Click “Colleges”
- Click “Colleges I’m Applying to” under “My Colleges”
- Click “request transcripts” at the bottom of the page

5. Adding Teachers for Letters of Recommendation

- Click “Colleges”
- Click “Colleges I’m Applying to” under “My Colleges”
- Click “add/cancel request” at bottom of page under “Teacher Recommendation”
- Write a brief note for the teacher which should include a thank you and your earliest deadline date

FAMILY CONNECTION / NAVIANCE		
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Website Address	Student Email Address	Password
www.psharvard.org Click "Naviance" at top of page		
	Parent Email Address	Password

COLLEGE BOARD / SAT		
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Website Address	Username	Password
www.collegeboard.com		

ACT		
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Website Address	Username	Password
www.actstudent.org		

THE COMMON APPLICATION		
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Website Address	Username	Password
www.commonapp.org		

Colleges Not Listed on the Common Application:

Website Address	Username	Password

Website Address	Username	Password

Website Address	Username	Password