

Senior College Application Information Sheet

Transcripts

Most universities will require an official high school transcript in the application process. There are some exceptions of universities that do not require a transcript as part of the application process, for example, University of Washington, University of California schools, and community colleges. All colleges and universities that participate in the online Common Application will require an official high school transcript be sent through the counselor's School Report section. Most other 4-year universities require transcripts as well. If you are unsure, please check the school's website.

Ordering Transcripts

All transcript requests go through Naviance or the Common Application. Please allow at least **two weeks** prior to the deadline. If your colleges are all using the Common App, you do not need to use Naviance. ONLY use Naviance if an official transcript is required, and you are NOT using the Common App to apply.

Naviance Transcript Request_Log into your Naviance account ([Login to Naviance on your Student Portal](#))

1. Under My Favorites, Click on Colleges I'm Applying to.
2. To add a college(s), click on the (+) on the right. Type in the college name, pick application type and click (add), and request transcript (green button).
3. Initial type for transcript, remember we don't send ACT and SAT scores.
4. Finally, click request & Finish.
5. Please email the registrar to confirm your transcript request on Naviance

How to add your Counselor to Common App

1. Go to the Recommenders and FERPA section of a school in the My Colleges tab
2. Scroll down until you see the 'Teacher' or 'Other Recommender' section
3. Complete Release Authorization. Under FERPA form, WAIVE your rights to read your recommendations and supporting documents.
4. Invite your Counselor by clicking on the Counselor Tab.
5. Input Counselor first name, last name, and email address. Click invite.
6. You will be able to see the date you have invited your counselor to your application and the date the counselor submits your application.
7. Once you add your counselor, no more action required. Your transcript will be sent with your school report. Please email your counselor to confirm a transcript request on Common App.

College in the High School/ Running Start Credits

Student with College in the High School or Running Start credits MUST order initial and final transcripts directly through the Community College

1. [Transcripts from North Seattle](#)
2. [Transcripts from Edmonds](#)

Test Scores

It is your responsibility to send official SAT, SAT II (subject tests), and/or ACT score reports to each university/college. Nathan Hale does not send them. Pay attention to what each school requires or if they are test optional. To order official score reports, go to sat.collegeboard.org for SAT and www.actstudent.org for ACT. Fee waivers are not available for sending official score reports.

Specific College/University Online Applications

Some schools do not participate in the online Common Application, and instead have their own online application process. Most likely, you can connect to their online application through Naviance. Pay close attention to their directions and if they require a Mid-Year Report and letter of recommendation from your counselor, be sure to invite us to do so using their online system.

Nathan Hale High School Important Information

Name of School: Nathan Hale High School

CEEB Code: 481128

Address: 10750 30th Ave NE Seattle, WA 98125

Phone Number: 206-252-3680 Fax Number: 206-252-3681

Counseling Contact Information

Kelly Creech

School Counselor O-Z

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Krsto Budech

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Francine Cunningham

Counseling Secretary

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Maria Gutierrez

Registrar

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Seattle Promise Outreach Specialist

Aurelio Valdez-Barajas

Seattle Colleges

Supporting Nathan Hale & Lincoln High School

Work cell: 206-661-1216 (text okay)

[Seattle Colleges – Seattle Promise](#)

Nathan Hale Office Hours:

Tuesdays 10:00Am- 3:45pm

Thursdays 10:00am- 3:45 PM

Frequently Asked Questions

Graduation Date: June 2026

Class Size: 306

Grading Scale: out of 4.0. Official GPA is **unweighted**.

Class Rank: Seattle School District does not use rank