

Dear Class of 2017,

In order to streamline the college application process, the Springfield School Department is introducing the college and career readiness platform, Naviance. Please follow the steps below to log into your Naviance account, and to learn more about how Naviance integrates with Common App college applications.

Naviance Family Connection Account:

How do I log in to Naviance?

1. Use the table below to locate the Family Connection website for your school
2. Your User Name is your Student ID
3. Your Password is Sp followed by your six-digit date of birth in MMDDYY format
For example, if your birthdate is September 8, 1998 your password is Sp090898

School Name

High School Of Commerce
Liberty Preparatory Academy
Roger L. Putnam Vocational Technical Academy
Springfield Central High
Springfield Conservatory of the Arts
Springfield High School
Springfield High School of Science and Technology
Springfield Public Day High School
Springfield Renaissance School

Family Connection Website

<http://connection.naviance.com/highsc>
<http://connection.naviance.com/libertypa>
<http://connection.naviance.com/rpvta>
<http://connection.naviance.com/sch>
<http://connection.naviance.com/scarts>
<http://connection.naviance.com/springfhs>
<http://connection.naviance.com/shsst>
<http://connection.naviance.com/spdhs>
<http://connection.naviance.com/renaissancesch>

How Does Naviance Change the Common App Process?

1. *Are you planning to apply to a Common App College?*

You must request your teacher letters of recommendation for Springfield Public Schools teachers through Naviance – NOT the Common App website

Not sure if the college to which you plan to apply is a Common App college?

Learn more here: <http://www.commonapp.org/explore-colleges>

2. *Do I apply to college through Naviance?*

No, you will still apply to college using the Common App or the college's own application.

You will be able to use Naviance to:

- Manage the list of colleges to which you're applying
- Request and track your teacher letters of recommendation for Springfield Public Schools teachers
- Update your counselor as to which college you choose to attend
- Request and track transcripts

3. *Who can I contact for assistance?*

Any questions on this new process can be directed to your school counselors

Sincerely,

The Springfield Public Schools