

***Class of 2026***  
**Campbell HS Naviance Tools for the College Application Process**

***CHS Class of 2026 information for applications:***

CHS Address: 925 Powder Springs St., Smyrna, GA 30080  
Graduation Date: May 20, 2026  
Class Rank Reporting: None (Cobb County no longer reports class rank)  
GPA Weighting: Weighted

CEEB Code: 112745  
Graduating Class Size: 756  
GPA Scale: We use a 4.0 scale.  
Scheduling System: Semester

Counselor	Last Names	Email	Phone: 678-842-6850
Taisa Turner	A-BK	<a href="mailto:Taisa.turner@cobbk12.org">Taisa.turner@cobbk12.org</a>	Ext. 030
Kimberly West	BL-DOL	<a href="mailto:Kimberly.west@cobbk12.org">Kimberly.west@cobbk12.org</a>	Ext. 033
Dr. Brent Johnson	DOM-HA	<a href="mailto:Brent.johnson@cobbk12.org">Brent.johnson@cobbk12.org</a>	Ext. 065
Michelle Dotson	HB-L	<a href="mailto:Michelle.dotson@cobbk12.org">Michelle.dotson@cobbk12.org</a>	Ext. 086
Yolanda Wright	M-PEM	<a href="mailto:Yolanda.wright@cobbk12.org">Yolanda.wright@cobbk12.org</a>	Ext. 031
Rotarsha Jackson	PEN-SM	<a href="mailto:Rotarsha.jackson@cobbk12.org">Rotarsha.jackson@cobbk12.org</a>	Ext. 034
Dawn Holmgren	SN-Z	<a href="mailto:Dawn.holmgren@cobbk12.org">Dawn.holmgren@cobbk12.org</a>	Ext. 052

**Step 1: LOG INTO YOUR NAVIANCE ACCOUNT**

1. Go to [www.cobbk12.org](http://www.cobbk12.org)
2. At the top click on "Find It Fast" in the top right-hand corner
3. Click "Naviance"
4. Use your office 365 credentials to log in
  - a. Username: [FirstName.LastName@students.cobbk12.org](mailto:FirstName.LastName@students.cobbk12.org)
  - b. Password: Use the personal password you use to log into any Cobb computer

**Step 2: ADD YOUR PERSONAL EMAIL ADDRESS (You only need to do this once!)**

1. Go to the ABOUT ME tab.
2. Under "My Account", add your email address to your contact information. Click "Save".

**Step 3: MATCH YOUR COMMON APP ACCOUNT (only if you are applying to schools on the Common App – If none of the schools you are applying to are on the Common App you can skip this step)**

1. Click on "Colleges" and "Colleges I'm Applying To"
2. If your Common App is NOT matched, you will see a red section near the top of the screen
3. Click the button that says "Match Account" on the right side
4. Follow instructions

**Step 4: FERPA WAIVER (FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT)**

What is FERPA? FERPA regulates the privacy of student education records, which could include your application to the college where you enroll. FERPA also gives you the right to review confidential letters of recommendation provided as part of that application after you enroll.

Should you waive your rights on your college application?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.
- Some recommenders may decline to write a letter for you if you do not waive your rights. Check with your counselor or teachers to see if any of them follow such a policy.

## Step 5: ADD COLLEGES & REQUEST YOUR TRANSCRIPT

### STEP 1: Log into NAVIANCE

1. Select "Colleges" tab.
2. Under "Colleges", select "Manage Transcripts"
3. Click on the "+", add each college/university, including the application information.
4. Click the type of transcript: Initial, Mid-Year, Final
5. Click "Request & Finish"

### STEP 2: Pay for the transcript in MyPaymentsPlus

1. Have your parent/guardian to log into My Payments Plus to pay for your transcript.
  - a. MyPaymentsPlus > Fees > Activities & Events > Fill out the transcript request & pay.
  - b. If you receive free/reduced lunch the fee is waived, please email your counselor once you have completed Step 1. DO NOT PAY!

*You MUST complete Steps 1 & 2 for your transcript to be sent!*

TRANSCRIPT FEES	
If you:	
APPLY DIRECTLY TO THE COLLEGE (Direct to Institution)	<b>\$2 per school</b> (ex. If you are applying to 2 schools, the total cost is \$4)
USE COMMON APPLICATION	<b>\$2 total for all Common App schools</b> (ex. The cost is only \$2 no matter how many schools you apply to, but you will not be refunded if you overpay.)
RECEIVE FREE/REDUCED LUNCH	The transcript fee is waived. Please complete Step 1 and email your counselor to make sure your transcript is sent.

## Step 6: REQUEST A LETTER OF REC FROM A TEACHER

1. Talk to your teacher BEFORE submitting a request
2. Click on "Colleges"
3. Click on "Letters of Recommendation"
4. Click "Add Request"
5. Select a teacher from the drop-down menu
6. Decide if you want that teacher to send a letter to all colleges you apply to or to a specific college
7. Include the deadline in the notes section and tell your teacher thank you!
8. Notify the teacher once your request is submitted.

## Step 7: REQUEST A LETTER OF REC FROM YOUR COUNSELOR

1. Be aware that not all schools require a counselor recommendation. Make sure you know which schools need the counselor rec.
2. If you need a Counselor recommendation, scroll down on the main page in Naviance to look for "Tasks from My School".
3. Complete the task titled "Counselor LOR Student Info".

**IMPORTANT NOTE FOR LETTERS OF RECOMMENDATION:**  
Please give teachers and counselors at least 10 school days' notice prior to a deadline.

***DO NOT WAIT UNTIL THE DAY BEFORE THE  
RECOMMENDATION IS DUE TO ASK FOR THE LETTER!***

Questions about College, Trade Schools, Work, etc.

Schedule an appointment with the COLLEGE &  
CAREER CENTER!

