

# College Application Guidelines

## **College applications REQUIRING Counselor signature and/or Counselor recommendation letter:**

- ★ Completed applications, *Secondary School Reports* and *Midyear Reports* will be turned in to your Counselor's Secretary, Mrs. Shahan or Mrs. Edwards (see box). **Incomplete applications will not be accepted.**

### **Counselor Secretaries**

- ◆ Mrs. Shahan – E. Bell, C. Morris, S. Calda
- ◆ Mrs. Edwards – A. Joubert, R. Zemel, S. Mouton, B. Lamb

- ★ Approach counselors to confirm that they are able to write a recommendation letter at least 2 weeks in advance of deadline.
- ★ Completely fill out Senior Profile Packet and turn in to your senior counselor (**2 weeks before recommendation letter is needed**).
- ★ It is the students' responsibility to make personal copies of all applications.
- ★ Students' will request Transcripts from the Registrar's Office (\$2 fee-cash only) (**at least 10 days in advance**).
- ★ Transcripts must be mailed with *Secondary School Reports* and *Midyear Reports (Common Application)* --- Check ✓ – “Hold for counselor” on request form. Also, include the name of the college/university.
- ★ SAT/ACT scores are required for four year college/university. Ask for test results to be sent with transcript.
- ★ AP scores are posted on your transcript only upon student request.
- ★ NCAA – apply online [www.ncaa.org](http://www.ncaa.org) . Request your transcript from the Registrar (\$2 fee-cash only).
- ★ Completed applications, *Secondary School Reports* and *Midyear Reports* will be mailed and documented by Counselor Secretary.

## **Transcript Requests:**

- ★ **Due to the large volume of transcript requests, we ask that requests be made 10 days before application deadlines. This will insure that applications can be mailed by the specified deadline.**
- ★ Request forms are located in the Registrar's Office.
- ★ Attach \$2 fee (cash only) for each official transcript request. \$1 fee for unofficial transcripts.
- ★ Students must provide the mailing address of the institution.
- ★ Official transcripts are not given to students or parents. They are mailed directly from the Registrar's Office to the institution requested.

## **Teacher Evaluation Forms and Recommendation Letters:**

- ★ Approach teachers to confirm that they are able to write a letter or complete *Teacher Evaluation Forms* for you (**at least 2 weeks in advance**).
- ★ Provide a stamped envelope(s) with mailing address of college/university to the teacher. Teachers will mail directly to the college/university.