

# The College Application Process

## **STUDENT RESPONSIBILITIES**

Request teacher letters of recommendation, a minimum of two weeks in advance

Inform the Guidance Department regarding applications and to receive fee waivers, if eligible

Complete college application(s)

Complete a Transcript Release Form from the Guidance Office and any college/university attended via Dual Enrollment.

Submit SAT and/or ACT scores to college and NCAA (if needed)

Contact colleges with questions regarding the status of the application

Send thank-you notes to teachers who provided letters of recommendation.

## **GUIDANCE OFFICE RESPONSIBILITIES**

Answer questions and assist students in navigating the college application process.

Send transcripts and supporting documents to the colleges students have provided a Transcript Release Form for.

Provide updated grade reports, including 1st quarter, mid-year and 3rd quarter grades for colleges upon request.

Mail final transcripts, in June, to the college/university/tech or trade school the student indicates he/she will be attending on their senior survey.

## FREQUENTLY ASKED QUESTIONS ABOUT THE COLLEGE APPLICATION PROCESS

**Q. Where to I get a Transcript Release Form?**

**A. *Students can obtain a Transcript Release Form by going to the Guidance Web Page and clicking on the Transcript Request. Students should print the form, complete it and return it to the Guidance Office.***

**Q. What Information about me does the Guidance Office send to schools?**

**A. *The Guidance Office sends the student's official transcript upon student/parent request. Information included on the transcript includes: Academic history (grades 9-12), Cumulative grade average, demographic information, extracurricular activities, standardized testing information (SAT/ACT/AP/State Benchmarks)***

**Q. How do I request teacher letters of recommendation?**

**A. *Students MUST speak with their teachers in person when requesting a recommendation. It is strongly recommended the student provides the teacher with a copy of his/her resume and/or unofficial transcript when asking teachers for letters of recommendation. Students should give the teacher a minimum of two weeks to write the letter. Make sure to let the teach know where you plan to attend school and what career you plan to pursue.***

**Q. How do I send my SAT/ACT scores to colleges and/or NCAA?**

**A. *Log into your collegeboard.org (SAT) or actstudent.org (ACT) account. Click "send available scores" and follow the instructions. The NCAA should be treated like a college. You may also select up to four colleges as you register for the SAT and/or ACT to receive the scores free of charge.***

**Q. I used a fee waiver to take the SAT's. I get to apply to college for free, right?**

**A. *Students that took an SAT using a fee waiver receive 4 college application fee waivers. They are available at the same time your scores are available. The waivers are online and are attached to your score report. You are responsible for completing the information on each fee waiver you intend to use. The school counseling department will be happy to mail the waivers to the colleges you apply to, as long as you adhere to the school counseling deadlines. You may only use one fee waiver per school.***

**Q. I visited a school/received an e-mail from a school and they gave me an application fee waiver. How do I apply it to my application?**

**A. *Most fee waivers provide clear instructions on how to redeem directly on the fee waiver or on the correspondence it was obtained through (mailing, e-mail). Typically it will be in the questions section for the college. If you are still unclear, contact the college admissions office directly to find out their policy. Some schools only accept fee waivers when you apply using their own application, others will allow you to use the fee waiver on the common application.***