

College Application/Transcript Request Procedure

Please allow at least 30 days processing time for transcripts

You may begin requesting applications from colleges in June of your junior year. Over the summer, once you have received applications to the schools you are interested in attending you should do the following:

1. Read over the application carefully. Make note of any deadlines and other requirements such as teacher recommendations, essays, and counselor recommendations. Begin work on any required essays.
2. Complete a Senior Information Sheet/Transcript Release Form (salmon colored). Answer all of the questions on the Senior Information Sheet, have your parents sign the form, and turn in to Student Services before you leave for the summer or as soon as you return to school in the fall. This form gives us permission to send transcripts to any college you request and provides your counselor with important information about you to write your letters of recommendation. This form only needs to be completed once. You will need to complete a Request for Transcript form for each college you will be applying to. The mid-year and final transcript at the end of the year will be free. All other transcripts will require a \$2.00 processing fee.
3. If you will be applying online, do so **BEFORE** you submit your Transcript Request. Most colleges have additional forms such as a Secondary School Report, a Counselor Recommendation form, a Teacher recommendation form, etc., which must be included with your transcripts.
4. If you are applying to several colleges, please submit all of your requests at the same time, if possible. It is much more efficient for the Student Services Office to handle your requests once.
5. Not all colleges require teacher recommendations; however, it is wise to include two of them with each of your applications. You can use the "Common Application" teacher recommendation form which is included in your packet, unless the college has its own form. Give these to two teachers you have had in the past three years and who knows you well and will give you a strong recommendation. Remember to ask them, politely, if they are willing to provide you with a recommendation. Give them the form which they return to the Student Services Office when they have it completed. Please consider asking for teacher recommendations before the end of your junior year. We will keep them on file and enclose them with your transcripts as requested.
6. Before you submit any form to us, complete the top of the form with your name and any other personal information required of you. Do not hand in a blank form and expect us to remember to whom it belongs.
7. Complete a Transcript Request form for each college and attach the Counselor form, Secondary School Report, and whatever other forms required by the specific college and bring to the Student Services office along with the \$2.00 processing fee for each transcript. **Please allow 30 days for processing.** You are only one of 444 seniors who are also applying.
8. The Student Services Office will call you down when your transcript packet is complete. It is your responsibility to pick up your transcript and counselor recommendation from Student Services when they are complete. At this time you will receive an envelope containing the following documents: school profile, your official transcript (including SAT and ACT scores if you requested them on the transcript request form,) teacher recommendations (if requested), Counselor Section of the application, Secondary School Report (if submitted with the transcript request).
9. You should then add this envelope to your section of the application and your check for the application fee and mail these directly to the college. This is the best way to be certain when the application was mailed; packaging all of the materials together also ensures that the college receives all documents at the same time.
10. Some colleges have deadlines for applications and other materials which fall during or immediately after our winter break. Please remember the 30 day processing time.