

THE COLLEGE APPLICATION PROCESS

Apply to 3-5 colleges. There may be a reach school, several good match schools and a safety school. Know your application deadlines. Apply to schools on rolling admissions earlier because they fill programs as they accept students. If you are in the Free and Reduced Lunch Program you may get fee waivers for SATs and college applications. Talk to your counselor about this.

3 Steps

- 1) Apply on-line to the college (Common App, Coalition, Direct to school)
- 2) Request your transcript to be sent through Naviance Student
- 3) Complete the paper Transcript Request Form found in counseling office and give to counselor

*Additional steps for teacher and counselor recommendations. Some schools require or recommend teacher and counselor recommendations. If you need a teacher recommendation check with them first and then make the request through Naviance Student. If you need a counselor recommendation complete the paper counselor recommendation form and give to counselor with Transcript Request Form.

Colleges must receive an “OFFICIAL” transcript. The counselor must send it electronically to the college. If we give you a transcript it is an unofficial transcript. We cannot give you an official transcript.

Colleges also receive our School Profile. This has our grading system and demographics about our school and community.

You can check application status on-line. Be aware schools often are not up to date and it may show they have not received your transcripts. Give it a few weeks and then contact the school if it still indicates they are missing.

Allow up to **10 days** from the time you request your transcript to be sent until the time it is sent by mail or electronically. Usually we are able to send them within a few days, however, if we are swamped with applications, have an emergency or are out of the office it may take longer.

The counselors will be sending transcripts and recommendations electronically through the Naviance Student for the vast majority of applications. There may be some schools that require these materials to be mailed. Students must provide the college- addressed envelope and postage along with teacher recommendations on these occasions.

Our school code (CEEB) is 391-745