

Application Procedures

➤ **OBSERVE DEADLINES!!**

➤ Key Terms

- Early Action --- Early Decision --- Regular

➤ We need on file:

1. Transcript Release Form (gold)
2. Profile Sheet (helps teachers and counselors write recommendations)

➤ **Student**

Step 1 – Begin filling out college application online.

Step 2 – Print any secondary school report, counselor report, or college prep form. Turn this into Mrs. Barie in the guidance office.

Step 3 – Fill out orange Transcript Request form (obtain in guidance office) and turn in to Mrs. Barie with \$2.00 transcript fee.

➤ **Counselor**

Step 1 – Complete counselor form

Step 2 – Print official transcript

Step 3 – Send both to college/university

**** Allow the counselor 10 working days to complete ****

➤ **Teacher**

If the college requires a letter of recommendation from a teacher or a form filled out by a teacher, provide that directly to the teacher. Include a stamped addressed envelope for them to mail it directly to the college. Please allow 10 working days to complete.

➤ **ACT/SAT** – scores must be sent from the testing agency to the college. When signing up to take the tests, request which colleges you want to receive your scores. It is free at the time of testing. A fee is charged if requested later.

