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## Athens High School

4333 John R  
Troy, MI 48085  
248.823.2900  
248.823.2913 (fax)

August, 2019

Dear Senior Parent/Guardian:

Official transcripts are now ordered online through Parchment. You must register to open an account. [www.parchment.com](http://www.parchment.com)

Carrie Gilchrist from Oakland University will present "Senior Financial Aid Night" in the Athens Auditorium at 6:30 pm on Tuesday, September 10th. Presentation details can be found in this packet. The "Senior Parent Meeting" will directly follow at 7 pm in the Athens Auditorium.

Counselors will meet with each senior student early in the school year to review graduation requirements and to discuss college application information.

In this packet, you will also find instructions for college applications and for on-site admissions. Additional college resources and the Senior Questionnaire are available under the resources tab in the "Class of 2020 Schoology Group. Students have been automatically enrolled in this group. Parents, if you would like to access this information, you may search "Class of 2020" and use the access code ZPDK2-CCZQP If you have additional questions, please contact your counselor when school begins.

Sincerely,

Athens Counseling Department

# INSTRUCTIONS FOR COLLEGE APPLICATIONS & TRANSCRIPTS

APPLY EARLY. COLLEGES STRONGLY RECOMMEND THAT YOU APPLY AS SOON AS POSSIBLE AND COMPLETE APPLICATIONS BEFORE NOVEMBER 1<sup>ST</sup>.

## ON-LINE APPLICATIONS:

1. COMPLETE APPLICATION
2. PAYWITH CREDIT/DEBIT CARD
3. REQUEST TRANSCRIPT

## Counselor Assignments

Mrs. Abigail Lewis A - C alewis@troy.k12.mi.us	Mrs. Renee Jamil D - I rjamil@troy.k12.mi.us	Mr. Dave McMillan J-M (12th & 11th Graders) J-L (10th & 9th Graders) dmcmillan@troy.k12.mi.us	Mrs. Jackie Cheyne N-R (12th & 11th Graders) M-R (10th & 9th Graders) jcheyne@troy.k12.mi.us	Mr. Rick Rinnan S - Z rrinnan@troy.k12.mi.us
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Your Counselor will then automatically receive an e-mail prompt from the Common App to upload:

- Transcript
- School Profile
- Counselor Recommendation (**we require a copy of your Senior Questionnaire to write this recommendation – this can be found under the resources tab in the Class of 2020 Schoology Group**)

## If an essay is required or optional:

- A. Be sure that you proofread your essay for spelling/grammar errors.
- B. Have a teacher, counselor or another adult read the essay.

## If a Letter of Recommendation is required:

- A. Create a cover letter requesting a Letter of Recommendation.
- B. Complete the Senior Questionnaire.
- C. Submit to your teacher as soon as possible, but **NO LATER THAN OCTOBER 1st.**

## TO REQUEST A TRANSCRIPT:

**\*\*\*DO NOT USE PARCHMENT FOR COMMON APPLICATIONS\*\*\***

1. Go to Athens High School website – [athenscounseling.weebly.com](http://athenscounseling.weebly.com)
2. Click the blue "Order my transcript" button on the home page.
3. Current Athens Student –
  - A. Click on **PARCHMENT** directions to learn how to create an account.
  - B. Once an account has been created, request which school you would like your transcript sent to.

Every school in Michigan and many of state schools are linked to **PARCHMENT**. Some out-of-stateschools require a \$2.55 fee per transcript.

If the school you are applying to is not linked to **PARCHMENT**, please come to the Counseling Office.

## TO REQUEST ACT SCORES/SAT SCORES:

Go to [actstudent.org](http://actstudent.org) and/or [collegeboard.org](http://collegeboard.org) and have scores sent directly to each school you apply to.



## My Transcripts

With a Parchment account, your high school transcripts are at your fingertips! It's easy to keep your transcripts in one place so they are always available the instant you need them.

- Request transcripts from any high school you have attended.
- Store your transcripts securely.
- Send official transcript copies to any destination worldwide.

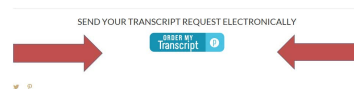
## Get My Transcripts Now

Go to: [www.exchange.parchment.com](http://www.exchange.parchment.com) and create an account to request transcripts for colleges and NCAA.



**Instructions can also be located on the AHS website - [athenscounseling.weebly.com](http://athenscounseling.weebly.com)**

- "Order my transcript" button



# ON-SITE COLLEGE ADMISSIONS AT ATHENS

Each year Athens invites colleges to participate in offering our students a day for on-site admissions. A representative for the college will be at Athens and meet with students individually to go over their application and to complete a brief interview. At the end of this meeting the student will be told whether they have been accepted, denied or deferred.

If a particular school is your first choice, this is a great opportunity to “sell yourself” and explain why you want to attend their school. This is also a great opportunity to discuss specific circumstances if you are concerned about your credentials.

Please visit the Athens High School Counseling web page for a current list of Universities/Colleges participating and their onsite dates:

**<http://athenscounseling.weebly.com>**

If one of these schools is your first choice for college, you should complete your application and make an appointment for on-site admissions.

## **INSTRUCTIONS:**

1. Complete a paper application (do not apply on-line).
2. Bring completed application (including all essays and letters of recommendation), ACT/SAT scores and the application fee check made out to the university (no cash) to the Counseling Office **at least one week before the on-site date.**
3. Make an appointment with Mrs. Sparbeck in the Counseling office.
4. Prepare for the interview by doing some research about the college (e.g. – you should be able to explain why you would like to attend there).
5. Dress appropriately and arrive on time.