



2020-2021 College Counseling Information

1. School Statement and Transcripts

Each student's **school statement** (the college recommendation) is written by the college counselor using information gathered from the academic record and surveys and comments written by the student, parents, advisor and coaches, among others. School Statements **are not released to parents or students**; they are a confidential communication between Kents Hill and colleges. Students and parents may request an **unofficial transcript** for their records from the Registrar. **Official transcripts are released** (by the registrar or college counselor) **only to institutions** at the request of a student either by including a college on their official college list or in writing.

2. College Visits

Whenever possible, college visits should be scheduled during school breaks. No college visits are allowed during the month of May. Juniors may miss no more than two school days for college visits. Seniors may miss no more than four school days for college visits. Days missed for college visits will not be excused if they are not approved in advance. This includes Accepted Student Days in the spring of their senior year. **Please request permission to miss class days before planning any college trips.**

3. Tests, Scores and Test Preparation

Testing: Tests offered at Kents Hill include the PSAT, SAT, ACT, SAT Subject Test, AP, TOEFL, and Duolingo. A diagnostic ACT is offered in conjunction with a test prep partner. The College Counselor and Testing Coordinator are available to support students and families in the test registration process. Juniors take the PSAT in October and a diagnostic ACT in November. Kents Hill will offer limited testing opportunities in 2020-2021 due to the pandemic.

All juniors and seniors for whom English is not the first language are strongly encouraged to sit for the TOEFL or Duolingo at least once during the junior and senior years. Students wishing to take an English proficiency exam more often should consult with the Testing Coordinator. Kents Hill is a TOEFL testing site.

Reporting Test Scores: Kents Hill School **does not** report any test scores on the transcript. Many colleges now accept unofficial test scores during the application process, only requiring official scores from matriculating students. This is a great time and money saver. Sending test scores is the **STUDENT'S** responsibility. Seniors should work with the college counselor to ensure they send their own scores the best way possible. Students applying to colleges that require "official" test scores to be submitted directly from the testing agencies should consult with the college counselor if they have questions. Careful attention to deadlines is key.

Test Prep: All juniors and seniors have access to SAT and ACT test prep. Time is spent introducing the online and in-person options to ensure that students use these programs to their advantage.

4. Learning Differences

Kents Hill does not disclose a student's learning differences to colleges without written permission.

5. Reporting Discipline to Colleges and Universities

Discipline at Kents Hill is regarded as part of the educational process and, normally, an internal matter. Nevertheless, certain choices that students make have consequences that reach beyond our walls. Specifically, colleges and universities concerned about student behavior on their own campuses now routinely ask both the student and school about each applicant's high school discipline record.

When an application (such as The Common Application) requests information about a student's high school disciplinary record, students are expected to report suspensions resulting from academic and/or personal conduct violations. The

College Counseling Office will report major violations and suspensions which occurred prior to the application process when prompted by the Secondary School Report required by any college or university. Discipline violations occurring in the senior year (regardless of where the student is in the application process) are reported to colleges following this protocol: Ten calendar days after the discipline decision is rendered, the College Counseling Office will submit a statement to all the colleges to which a student has applied and an admissions application file remains open and active (e.g. Pending, Admitted, Waitlisted, or Deposited). This discipline statement will remain a part of the student's Secondary School Report (SSR) for five years and will be included (when prompted by the SSR) with any transcript that is sent in support of future transfer or re-application paperwork. **Expulsions** are noted on the school transcript when a student is separated from the school therefore, expulsion is disclosed to any high school, college or other party requiring a Kents Hill School transcript. *Please refer to the Discipline Reporting section of the Community Handbook for additional details and exceptions to the reporting process.* At Kents Hill we believe that we are advocates for our students, and the college counselor will work closely to support each student if required to report discipline matters to colleges.

6. Application Deadlines

All applications must be reviewed with the college counselor at least two weeks before an application deadline. If the student does not submit their applications to the Kents Hill college counselor for review prior to submission, colleges to which the student has applied will be informed that the information included was not checked and verified by the College Counseling Office. The college counselor cannot guarantee to meet an application deadline if the student does not schedule time to review their work by mid-December (for Regular Decision and mid-October for most Early Action and Early Decision applications). Secondary School Reports for applications filed after the school closes for the winter holidays will be submitted once the school reopens in January. All college applications should be finished by January 15. Exceptions to this deadline are rare and must be approved by the Director of College Counseling.

7. Independent Consultants & Agents

We understand that some students and their families have important, existing relationships with independent consultants and agents. We welcome the opportunity to speak with independent consultants and agents, so that we can work as a team to ensure the best possible outcome for the student. Please make sure that the college counselor is informed if the student/family is working with a consultant or agent.

8. Deposits

One enrollment deposit must be submitted to the student's choice for matriculating college on or before May 1st, the universal reply date. A student may commit to only **ONE** college. "Double-depositing" is strictly forbidden by the SPGP (see #9). In accordance with this requirement, we will send one official final transcript on or before July 1 to the **one college** indicated by the student as the institution at which they intend to matriculate. **If the CCO discovers that a student has deposited at more than one college or university simultaneously, all institutions will be notified of the multiple deposits.** Wait List and Conditional Acceptances differ by college and will be explained by the college counselor. **Final transcripts are released by the Kents Hill Business Office after graduation and ALL school obligations have been met.**

9. NACAC Statement of Principles of Good Practice

As members of NACAC (National Association of College Admissions Counseling) and NEACAC (New England Association of College Admissions Counseling), Kents Hill adheres to and expect students, teachers and parents to adhere to NACAC's Code of Ethics and Professional Practices (CEPP).

Parent/Guardian and Student Agreement

I/We have read through the COLLEGE COUNSELING policies, understand them and hereby agree to them.

Signature of Parent/Guardian

Signature of Student

Date: _____

Updated July 2020