

Board Members:
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*Inspired by Tradition,
Educating for Tomorrow*

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Superintendent:
Joel Mengerink

College Application Reminders:

A. Applying Directly to the College:

- ❖ If you are applying to a college/university directly (either online app or in-person), they are going to need us to send them a copy of your transcript.
- ❖ Once you have completed the application, you will need to let your counselor know that you need a transcript sent by completing an orange-colored ½ sheet entitled “Student Transcript Request Form” available in the academic office cubbies.
- ❖ Before we can send your transcript, you first have to have handed in a completed full sheet yellow-colored full sheet entitled “Student Transcript Request Form” also available in those same cubbies.

B. Applying using the Common App:

- ❖ If you are applying using the Common App, your counselor will be notified by email that you have requested us as a recommender/counselor after entering our information under the Common App tab under Education. That email lets us know that we need to do our part which includes:
 - Upload your transcript
 - Answer some academic and character questions about you
 - Upload a letter of recommendation
- ❖ There will be places on the Common App where you have to type in your counselor’s name and email. If you do not type your counselor’s and recommender’s emails in all locations correctly, we will not receive the email notifying us. Therefore, be extremely careful when typing in your counselor’s and recommender’s information. You are encouraged to make contact with your counselor and recommenders when you have entered their information to make sure they have received the email from Common App. If they haven’t, then you’ll need to go back into your Common App and check for accuracy.
- ❖ Not only will you have to enter your counselor’s name and email under Education on the Common App tab, you will also need to enter that info in on your “My Colleges” tab. If you are applying to multiple colleges on the Common App, you should only need to enter it for one of your colleges, and it should be automatically entered on your other college’s tabs.

C. Recommendation Letters:

- ❖ Whenever you need a letter of recommendation from your counselor or a recommender, you will need to complete a green “Senior Survey” form (also available in the cubbies). This sheet provides your counselors with information about you that we may not know, so that we can make your recommendation letter as full as we can. If all we can write about is your classes, grades, GPA, and class rank (all of which we can get from your transcript), your letter of recommendation may be very brief.

The key is for you, as a future college student, to communicate early and often with your school counselor!