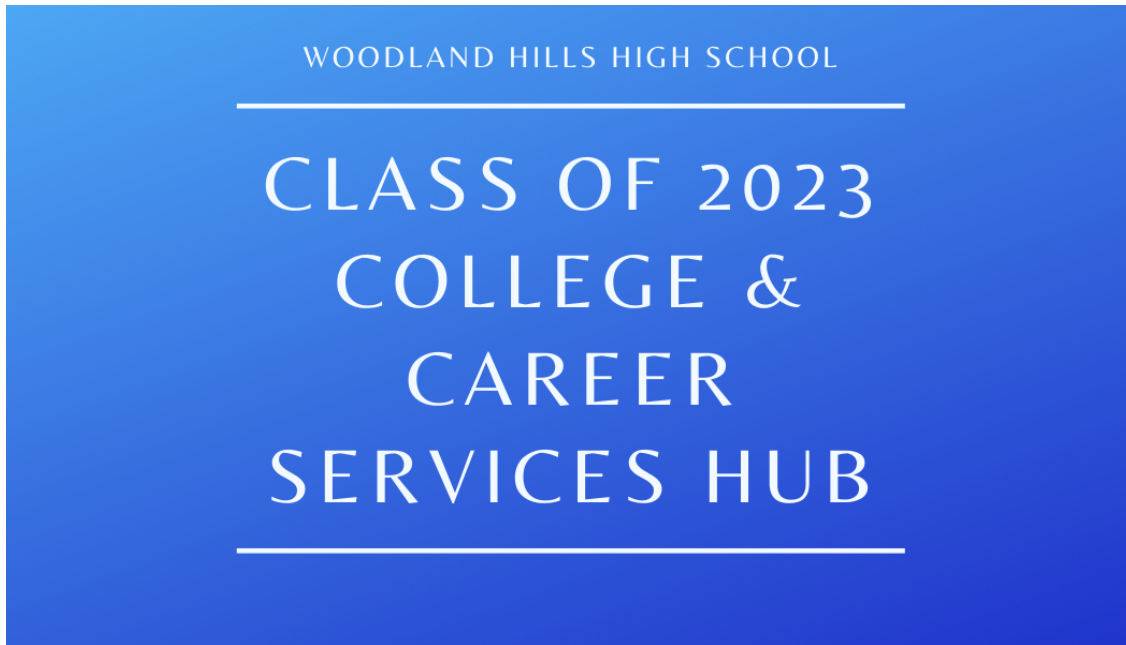


CLASS OF 2023: COLLEGE & CAREER INFORMATION



Guidelines for Applying to College

Woodland Hills info:

- 1.) Per Woodland Hills School District policy, official transcripts must be sent to colleges by the guidance department. Those requests should be made through Major Clarity. See instructions at the bottom of this page if you don't know how to use Major Clarity for requesting transcripts. If the transcript is in support of a scholarship application, please see Ms. Krett in the College & Career Center for assistance.
- 2.) ALL Woodland Hills students are eligible for college application fee waivers.
- 3.) If a counselor recommendation is specifically required for your school, you must complete a "brag sheet" so your counselor can write a proper letter; contact your school counselor to get this form or stop in the College & Career Center for a copy. Once you fill it in, hand it to your counselor. Please allow up to two weeks for the counselor to complete your letter of recommendation.
 - **A recommender is NOT a family member but is someone who has known you for at least a year and can speak well on your behalf with specificity.**

- 4.) If at any time you have concerns about this process, please reach out to Mrs. Bellows (bellre@whsd.us) who is the Guidance Secretary. For detailed help with completing any steps of this process, please contact Ms. Joanne Krett (kretjo@whsd.us) in the College and Career Center. Ms. Krett is available to help you every step of the way including individual appointments if desired.
- 5.) You can use this [CHECKLIST](#) to stay on track.
-

WHHS Counselor Contacts:

Last Name: **A-G**

Counselor: Mr. Brand

EMAIL: BRANJE@WHSD.US

EXT: 5132

Last Name: **H-O**

Counselor: Dr. Darwin-Howard

EMAIL: DARWSH@WHSD.US

EXT: 5137

Last Name: **P-Z**

Counselor: Mrs. Weaver

EMAIL: WEAVTR@WHSD.US

EXT:5138

Transcript Request Procedure: Follow these steps whether you apply for admission through the Common App or directly through a school's website. Your application cannot be processed by any school until your transcript has been received.

1. **Log into your Major Clarity account using your WHSD Google credentials.** You will find a link under the WHSD links button in the upper left corner of your screen when you log into your Chromebook or you can or click the link here: <https://platform.majorclarity.com/>

MajorClarity
Discover your passions.

Sign In

Email

Password

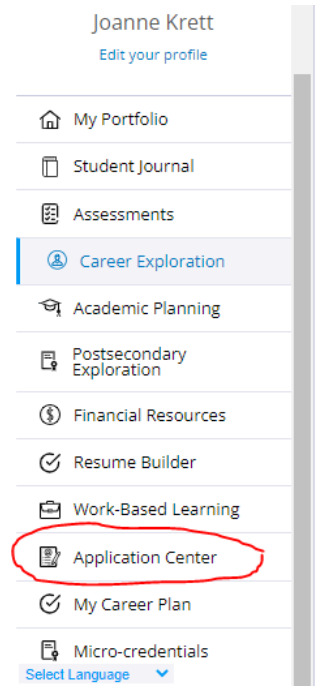
Sign in

[Forgot your password?](#)

or

[Sign in with Clever](#)

2. Click on “Application Center” in the left navigation panel



3. Scroll down until you see “Transcript Requests”

