

# HELPFUL HINTS

Email- As you are transitioning from high school to college, you will need to start using your personal email when communicating with third-party organizations. For example, when applying for admissions you do not want to use your MSD email. Your 549c account will expire shortly after graduation and accounts tied to that email won't be able to contact you. Other common organizations you'll want to use a personal email might include: college board, ACT, FAFSA, college/university accounts, and The Common Application. If your email was created when you were in middle school and your email has a younger name than you'd like as a high school senior, you might consider creating a new account. For example, if your current gmail is [fluffykitties2003@gmail.com](mailto:fluffykitties2003@gmail.com) you may want to update.

Passwords: As you begin to create all of the accounts necessary as you transition out of high school, you will be responsible for remembering numerous usernames and passwords. It is highly recommended that you find a place hidden in your phone, use a password app, or any other way you can store these important details safely and securely.

Transcripts: When applying for admissions, colleges and universities will ask you to send them a high school transcript. This will occur when you are completing your initial application and a final one will be sent after graduation. The process for ordering transcripts is simple: send your name and SMHS student number, the name of the school you want to send a transcript to, and the address of the school to our school registrar [carissa.elliott@medford.k12.or.us](mailto:carissa.elliott@medford.k12.or.us). Check school websites for addresses.

Letters of Recommendation: Some schools require a letter of recommendation from a teacher, counselor, coach, etc. when applying for admissions. There are some scholarship applications that will require one as well (including the SMHS Foundation Scholarship). Please be sure to select a teacher/individual who can speak to your character, academics, and is a somewhat recent contact (not a middle school teacher, for example). You will want to ask your writer at least two weeks before you need the letter. When you ask (in person is the best, but in our current situation phone call/email is fine) you will also want to have a Brag Sheet to give them so they have additional information they may not have that they can include in their letter. We are working on a fillable "Brag Sheet" that we will have available on the Panther Future Center webpage soon.

Becoming an expert on the schools you are applying to: It is highly recommended that you carefully review each school website you are applying to. Within the sites you will find important dates, deadlines, scholarship information, cost of attendance information and just about anything else you would like to learn about the school. You can find your regional admissions representative to reach out to if you have specific questions. Don't be afraid to reach out to these individuals over email or phone with your questions and concerns.