

College Application Process FAQ

1. Have you turned in your Transcript Release Form?

Before you can request that we send your transcripts to any colleges or universities, you must first turn in a completed **Transcript Release Form**. All students who are not 18 must obtain a parent signature in order to complete this form. On the KHS website or in the Guidance Hallway.

2. Did you request your transcripts from KHS?

Transcripts must be requested at least two weeks prior to the college/ university deadline.

Transcripts must be requested via the Naviance/ Family Connection website (<http://connection.naviance.com/kirkwood>). You should have received your login information from your grade level counselor during freshman/ sophomore year, and again from your college counselor junior year. If you did not receive this information or no longer have it, please see your college counselor.

*****If you are using the Common Application, your transcripts will be uploaded once you have invited your college counselor to access your account via the “My Colleges” tab. These transcripts will then be available to all of your Common App schools.**

3. Why does KHS require 2 weeks to process my transcript and recommendation letters?

When you request your transcripts online, they are not instantly sent to your college. Instead, the material must be uploaded, packaged, and submitted by your college counselor. When we receive a large number of requests, it can take a significant amount of time to get through all pending requests. Please keep in mind that it is not necessary for you to have completed your application when you request your transcript. However, it is best if you have at least created your account and started your application so that your transcripts can be matched to a pre-existing account in your name.

Letters of recommendation are a different story. Keep in mind that your college counselors and teachers want to support you by writing a thorough letter specific to you as a student and an individual. Since many students will often need letters of recommendation for the same deadline, the more advanced notice you provide us, the more time we will have to dedicate to your letter.

4. Did you send your ACT/ SAT scores?

Many schools (including the University of Missouri and Saint Louis University) require that ACT and SAT scores come directly from the testing agency. If your school has this requirement, you can send your test scores through the ACT or College Board websites.

Some colleges/ universities will accept ACT/ SAT scores directly from KHS. If you would like us to send your scores, please check the corresponding box when you request your transcripts via Naviance/ Family Connection.

Please note: KHS will send all scores (ACT, SAT, and AP) on file. If you do not want all scores to go, we suggest that you send them directly from the testing agency.

5. Do your schools require a teacher recommendation?

If your schools require teacher recommendations, please request these from your teachers **at least two weeks in advance of your deadline**. Ask your teacher, **in person**, if s/he will be willing to write you a letter. Be sure to also give your teacher a completed resume/ list of activities, leadership, and honors as a reference. If your colleges/ universities provide a specific teacher evaluation form, pass the required forms along to your teacher(s) as well. Provide your teacher with the "Teacher Letter of Recommendation Request Form", which you will use to specify how they should submit their letter to your colleges/ universities.

*****If you are using the Common Application, you must request teacher letters online through the Common App Website under the "My Colleges" tab. Once uploaded, you can release these letters to schools as needed.**

6. Do your schools require a Secondary School Report, counselor evaluation, or counselor recommendations.

All college-related forms are completed by your college counselor, not your grade level counselor. Please make sure that we have all necessary forms **at least two weeks prior to the college/ university's posted deadline**. Often there is a section that requires student information and/or student signature. Please complete these sections prior to turning it into your college counselor.

If a college/university counselor recommendation form requires any type of evaluation or specifically asks for a counselor letter of recommendation, you must complete and turn in a completed **Counselor Recommendation Questionnaire** to your college counselor **at least two weeks prior to the university/ college's posted deadline**. These forms are available in the Guidance Hallway and on the KHS website.

If you would like, you may give your parent (s) a **Parent Brag Sheet** to complete. This form is also available on the KHS website and in the Guidance Hallway.

*****Some Common Application** schools require letters of recommendation. When you request a recommendation letter on the Common App website, your recommender automatically receives an email verifying your request. Confirm your recommender they have received the email from Common App.

7. When are your deadlines?

It is important that you are extremely mindful of application deadlines. This may mean deadlines for admission consideration/ admission priority or deadlines for scholarship consideration. Often times, these deadlines are inflexible and missing the deadline by even one day can mean missing out on scholarship money, financial aid, or admission opportunities. Take your deadlines seriously and plan ahead!!!

8. My college deadline falls during Thanksgiving/ Winter Break. What do I do?

If your deadline falls during/ immediately after a break, it is important that you request transcripts and recommendation letters at least two weeks prior to the start of the break. Again, this does not mean that you must have completed your application by this time. Instead, this allows us the time needed to prepare your materials and submit them before the break in order to meet your deadlines while keeping in mind holiday hours at the post office and your colleges!

9. How do I get this all done while still enjoying my senior year???

Our best suggestion is to start early. We are here to help, so please do not hesitate to schedule an appointment. Plan ahead so that you know what materials are required to complete your application. Develop a calendar of upcoming deadlines so that you keep them on your radar in the midst of schoolwork and extracurricular activities. We can help keep you organized- just ask!