

CHS Instructions & Guidelines for Seniors Regarding College Applications

Application Procedures

How do I apply for a college? – Most colleges prefer to receive applications online. When applying online, you should request your transcript to be sent after you submit the application. When applying by regular mail, you are encouraged to bring the completed application with the Transcript Request Form and have Guidance mail the application with your transcript. Colleges begin a file for you after the application is received.

Transcripts

What is a high school transcript? – This is an official record of classes you have taken during your high school years. (Some transcripts will include certain classes from middle school that were awarded high school credit.) Your transcript also includes your grades and credits which determine your cumulative grade point average (GPA).

Does every college need to see my transcript? – Every college requires a transcript as part of the application process.

How do I request a transcript? – Transcripts may be requested by printing off the Transcript Request Form from the Guidance website or students may come by the Guidance office and fill one out there. Up to four colleges may be included on a single form. All request forms must be turned into Guidance **5 school days** prior to when they are due at the college/university.

CHS Alumni who need a transcript must come to the school to pay the transcript request fee. Once that fee is paid your transcript request will be processed.

Who do I give my completed Transcript Request Form to? – All completed forms are returned to the Guidance secretary in the guidance office. Once again, the request must be submitted **5 school days** before the date the transcripts must be mailed.

References

Some colleges/universities require personal references from teachers and/or school counselors. Many of these schools provide a form as part of the application packet or some ask for a letter of recommendation to be written.

Who should I ask to be a reference? – Since your teachers see and interact with you daily, they are often able to give more specific references than your school counselor. If there is a choice, it is recommended that you choose teachers who know you well to complete the requested forms/letters. Please be sure to give your referencer your completed **Senior Information Sheet** (located on the Guidance Website under the College Planning tab) to provide them with personal information they may want to include.

When should I request my teacher to fill out a reference form or letter? - Requests for teacher references should be given to them at least 10 school days before they need to have it completed.

Should I get these references back from my teacher/counselor? – Applications will specify if the reference form/letter needs to be mailed with the transcript. If this is the case then please request that they give their completed reference forms/letters to the Guidance office to be included with the transcript. In this case, you must be certain to note on the Transcript Request Form the names of teachers who are completing the references so Guidance will know to wait for the recommendations before mailing your transcript.

If the application does not specify that the references need to be mailed with the transcript, then provide your teacher/counselor with an **addressed and stamped envelope** for them to mail the recommendation directly to the school.

Test Scores

How will my desired college know my SAT or ACT score? – Test scores will **no longer appear** on your high school transcript! Colleges/universities now require that the test score be sent to them **directly** from The College Board (SAT) or the ACT Board. You are responsible for having your scores sent to the appropriate college/university.

Helpful Websites

Website available with career, college and financial aid information:

- 1) www.collegeboard.com – comprehensive information for SAT, colleges and financial aid, along with a helpful parent's page
- 2) www.act.org – comprehensive information on ACT, colleges and financial aid
- 3) www.educationplanner.org – comprehensive information on colleges and careers
- 4) www.fastweb.com – general college and financial aid information
- 5) www.campuschamps.com – information for student athletes

Conway High School Website

Please visit our website at: <http://ch.horrycountyschools.net>

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| 1) College Planning | 4) NCAA Information |
| 2) Transcript Request Forms | 5) Career Development |
| 3) Scholarships | 6) Other Resources |

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