



# 2024-2025 College Counseling Information

## 1. School Statement and Transcripts

Each student's **school statement** (the college recommendation) is written by the college counselor using information gathered from the academic record and surveys and comments written by the student, parents, advisor, and coaches, among others. School Statements **are not released to parents or students**; they are a confidential communication between Kents Hill and colleges. Students and parents may request an **unofficial transcript** from the Registrar for their records. **Official transcripts are released** (by the registrar or college counselor) **only to institutions** at the request of a student either by including a college on their official college list or in writing.

## 2. College Visits

Whenever possible, college visits should be scheduled during school breaks. No college visits are allowed during the month of May. Juniors may miss no more than two school days for college visits. Seniors may miss no more than four school days for college visits. Days missed for college visits will not be excused if they are not approved in advance. This includes Accepted Student Days in the spring of their senior year. **Please request permission to miss class days before planning any college trips.**

## 3. Tests, Scores, and Test Preparation

Testing: Tests offered at Kents Hill include the PSAT, SAT, ACT, AP, and Duolingo. Diagnostic exams are offered in conjunction with a test prep partner. The College Counselor and Testing Coordinator are available to support students and families in the test registration process. Juniors take the PSAT in October.

**All juniors and seniors for whom English is not the first language** are strongly encouraged to sit for the Duolingo exam at least once during their junior and senior years. Students wishing to take an English proficiency exam more often should consult with the Testing Coordinator.

**Reporting Test Scores:** Kents Hill School **does not** report any test scores on the transcript. Many colleges now accept unofficial test scores during the application process, only requiring official scores from matriculating students. This is a great time and money saver. Sending test scores is the **STUDENT'S** responsibility. Seniors should work with the college counselor to ensure they send their own scores the best way possible. Students applying to colleges that require "official" test scores to be submitted directly from the testing agencies should consult with the college counselor if they have questions. Careful attention to deadlines is key.

**Test Prep:** All juniors and seniors have access to SAT and ACT test prep. Time is spent introducing the online and in-person options to ensure that students use these programs to their advantage.

## 4. Learning Differences

Kents Hill does not disclose a student's learning differences to colleges without written permission.

## 5. Reporting Discipline to Colleges and Universities

Kents Hill School encourages its students to be forthright and to seek guidance from the College Counseling Office in reporting disciplinary issues as requested by colleges and universities during the application process.

Dismissals and expulsions reflect a change in status and are therefore reflected in a student's transcript. Kents Hill may disclose any information relevant to the dismissal or expulsion upon request by the college, university, or outside institution. The school may also report instances in which 11, 12, and postgraduate students are suspended for violations of the [Non-Harassment/Hazing/Bullying Policy](#), threat or use of violence or a weapon, or repeated violations of the [Academic Integrity Policy](#).

[Administrative withdrawals](#) that impact the student's application profile to colleges, universities, employers, and other outside groups (i.e. military background check, etc.) may also be reported.

Information about other disciplinary infractions is shared only if the requestor has the appropriate release of information from the student or family.

6. **Application Deadlines**

All applications must be reviewed with the college counselor at least two weeks before the application deadline. If the student does not submit their applications to the Kents Hill college counselor for review before submission, colleges to which the student has applied will be informed that the information included was not checked and verified by the College Counseling Office. The college counselor cannot guarantee to meet an application deadline if the student does not schedule time to review their work by mid-December (for Regular Decision and mid-October for most Early Action and Early Decision applications). Secondary School Reports for applications filed after the school closes for the winter holidays will be submitted once the school reopens in January. All college applications should be finished by January 15. Exceptions to this deadline are rare and must be approved by the Director of College Counseling.

7. **Independent Consultants & Agents**

We understand that some students and their families have important, existing relationships with independent consultants and agents. We welcome the opportunity to speak with independent consultants and agents so that we can work as a team to ensure the best possible outcome for the student. Please make sure that the college counselor is informed if the student/family is working with a consultant or agent.

8. **Deposits**

**One** enrollment deposit must be submitted to the student’s choice for matriculating college on or before May 1<sup>st</sup>, the universal reply date. A student may commit to only **ONE** college. “Double-depositing” is strictly forbidden by the SPGP (see #9). In accordance with this requirement, we will send one official final transcript on or before July 1 to the **one college** indicated by the student as the institution at which they intend to matriculate. **If the CCO discovers that a student has deposited at more than one college or university simultaneously, all institutions will be notified of the multiple deposits.** Wait List and Conditional Acceptances differ by college and will be explained by the college counselor. **Final transcripts are released by the Kents Hill Business Office after graduation and ALL school obligations have been met.**

9. **NACAC Statement of Principles of Good Practice**

As members of NACAC (National Association of College Admissions Counseling) and NEACAC (New England Association of College Admissions Counseling), Kents Hill adheres to and expects students, teachers, and parents to adhere to the [NACAC Guide to Ethical Practice in College Admission](#).

**Parent/Guardian and Student Agreement**

I/We have read through the COLLEGE COUNSELING policies, understand them and hereby agree to them.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_\_

Updated August 2024