

MLHS
Counseling Department



College Application Manual

College Application Checklist:	Recommended Time Frame	Complete
Develop a balanced list of colleges that are a good “fit” for you and add them to the “Following” list on Scoir (log in with Clever)	Junior Year	
Ask 1–2 teachers (in person) if they would write a letter of recommendation on your behalf	End of Junior Year	
Go to the "Freshman Admission Requirements" on each college website to determine what is required for each application: deadline type/date, how many letters of recommendation, is there a supplement, are they self-report, test-optional, etc	Summer before Senior Year	
Register for the Common Application , add colleges, and begin filling out your applications	After August 1st Senior Year	
Work on your college essay and supplement(s), if applicable	Summer before Senior Year	
Complete Counselor Brag Sheet in Scoir – through Assignments. Ask a parent to complete Parent Brag Sheet as well	Due August 31st	
Complete Teacher Brag Sheets in Scoir – through Assignments	Due August 31st	
Connect your Scoir and Common App account. Before you can connect, add at least one college in CA & sign the FERPA waiver in Common App. Then go to your Scoir account, click “ Me ” and select “ View Profile. ” Next, on the bottom right, click “ Connect Common App ”	Fall of Senior Year	
Make sure to review the email sent to you and your parents/guardians in September with FERPA information. Then login to your Scoir account and electronically sign both the FERPA Release Authorization and Waiver of Rights agreements in your Scoir account	Late September	
Once you know where you are applying, move/drag your colleges from “ Following ” to “ Applying ” in Scoir and ensure this list matches your Common Application “ My Colleges ” list	Fall of Senior Year	
Go to “ My Colleges ” in your Scoir Student account and click “ Recs & Docs ” > Scroll down to “ Recommendations ” > click + “ New Request ” (Ignore the RANK button) > In the request form, begin typing in the name of the teacher and choose from the dropdown > Lastly, add a short message, then click Submit	Fall of Senior Year (once list is finalized)	
Once colleges are in the “ Applying ” section and teacher recommender names are added, go to “ My Colleges>Recs & Docs>Recommendations. ” Next to each teacher’s name, click the “ Manage ” button to assign where each letter should be sent. Check the box next to the college(s) that want that teacher’s letter and press SAVE. DO NOT RANK	Fall of Senior Year (once list is finalized)	
Hand in your Transcript Request Form at least <i>15 SCHOOL DAYS</i> prior to your first college deadline. Colleges on the transcript request form must match your “ Applying ” list in Scoir	Based on first deadline	
If the college is self-report, fill out the self-reported academic record (separate platform)-STARS	Based on app deadline	
Send your standardized test scores directly to the colleges from the test agency (SAT/ACT). If you are sending scores to some schools and applying test-optional to others, do not list your scores on the Common Application	3 weeks prior to app deadline	
To send Q1 grades to your colleges, please complete the Q1 Grade Request Form	November	
Create individual college portal accounts for each submitted application (a link will come from the college once you submit your application)	After submission	
Update School Counselor and Scoir with college admissions decisions	Ongoing	

Class of 2027 Important Information

Filling Out The Common Application

- **Mountain Lakes High School**
- **CEEB Code:** 310855
- **Graduating Class Size:** 142
- **Date of entry:** August 2023 (assuming you have attended MLHS all 4 years)
- **Other secondary schools:** For students who transferred into MLHS from another high school, indicate the school and dates you attended, prior to coming to MLHS.
- **Graduation date:** June 2027
- **Class Rank:** We do not rank
- **GPA Scale:** Our GPA Scale is out of a 4.0
- **GPA:** Weighted GPA
- **Scheduling System:** YEARLY
- **Grading Scale:** A-F (can input +’s)
- **Entering Courses (Grades 9–11):** Enter exactly how it appears on your transcript (obtain transcript on Genesis)
 - Course Subject
 - Course Name
 - Course Level (CP, Honors, AP, etc)
 - Credits Earned—entered manually, so if the course was a semester class, put 2.5, if it was a quarter class, enter 1.25. Full year courses are 5 credits (except for full year science classes—they are 6 credits)
- **Entering Courses (Grade 12):** Select In Progress, Quarterly
 - Once you select “Quarterly,” you can choose “Full Year” or “Quarter 1, 2, 3, 4” – For semester courses, select the two quarters the course was taken

Standardized Testing Information

- Prep and register for SAT/ACT (if applicable)
- List of SAT test dates: [SAT Dates](#)
- List of ACT test dates: [ACT Dates](#)
- SAT School Day / ACT School Day offered at MLHS

FAFSA/CSS Profile/Scholarships

- Complete financial aid forms ([FAFSA](#), [CSS Profile](#)), if applicable—Beginning October 1st Senior Year
- Apply for scholarships: Go to College & Career>Scholarships and Pre-College Programs [MLHS Counseling Department](#)

College Visits/Rep Visits/College Fair

- Tour colleges in person while they are in session, whenever possible
- Register for MLHS Lunchtime College Rep Visits (Fall) in Scoir
 - In Scoir go to the **Visits & Deadlines** page by opening the side bar drop down from your profile icon (Me) and clicking the **Visits & Deadlines** link.
 - Click **View** on a visit’s listing to view more details, or click **Register** to register.
 - You will receive an email, as well as a notification in Scoir, the day before the visit reminding you of the visit date and time. You can download the [Scoir mobile application](#) (on iOS) to receive a push notification reminding you of the upcoming visit.
- Attend Fall & Spring College Fairs at MLHS