COLLEGE APPLICATION PROCESS

Student/Parent/Guardian Responsibilities:

- Complete the Common Application FERPA/WAIVER and enter your Common Application email address in Naviance. It is our policy that Marblehead High School recommendations are confidential.

- Submit Transcript Request Form - available at:
  - https://mhs.marbleheadschools.org/students-families/school-counseling
  - E-mail the completed form to mhs_transcripts@marbleheadschools.org
  - Submit the transcript request form at least 3 weeks prior to the application deadline. Please note due dates prior to holidays
  - Submit a one time $10 transcript processing fee via MySchoolBucks

- Apply online or mail paper applications (signature required). Application fee required when submitting your application electronically or via mail.

- Check to see if colleges require a Self-Reported Transcript and Academic Record System (STARS-formerly SSAR/SRAR) and submit through the portal: https://srar.selfreportedtranscript.com/Login.aspx

- Submit essay and other required documents (e.g. Common Application with supplements).

- Submit resume, portfolio, etc. if applicable.

- Submit 504/IEP/testing information if applicable. Contact your school counselor if you have questions.

- Submit ***Other/Outside recommendations*** from employers, coaches, etc. on the Common App under →Colleges →Choose the college. (Other recommenders are specifically assigned under each college you wish to receive the other recommendation. Some colleges may not accept another recommender.) Select Recommenders and FERPA →Select Manage Recommenders →Choose: coach, peer, other, etc. →Input email address (other recommender name will appear on bottom of page).

- Send official SAT/ACT scores to colleges via collegeboard.com and actstudent.org. Allow at least two weeks for electronic submission to colleges. Some colleges allow students to self report scores, please check each college website for requirements.

- Contact the Financial Aid office of your prospective colleges to determine FAFSA/CSS Profile deadlines. ***Please note FAFSA (https://fafsa.ed.gov) is available online starting October 1st.***

- Athletes: Check NCAA requirements and register online through the NCAA Clearinghouse, if applicable

Counselor Responsibilities:

The School Counseling Office will be responsible for submitting the following:

- Initial Transcript
- Mid-year transcript
- Final transcript
- Counselor Recommendation/Secondary School Report
- Marblehead High School teacher recommendations and evaluations
- School Profile