



College Planning for Seniors & Their Families

Applying to College

**Presented by the
Middleborough High School
School Counseling Department**

A Step-by-Step Guide to the College Application Process

 **Checklist**

 **Applications**

 **Letters of
Recommendation**

 **Deadlines**

 **Testing Info**

 **Transcripts**



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Welcome Message



The School Counseling Department is excited to welcome you to your senior year! This is an important milestone, and we look forward to guiding you through the college and career planning process. Our goal is to support you as you explore opportunities, gather information, and take the next steps toward your future.

This workbook is designed to provide helpful resources, important deadlines, and tools to keep you organized along the way. Whether you are considering college, a career path, or other post-graduation options, we are here to help you navigate the journey with confidence.

We look forward to working together throughout the year and celebrating all of your accomplishments ahead.

Warmly,

Your School Counseling Department
Mrs. Beirne, Mrs. Breton, and Mr. Swiderski

Important Information



CEEB Code
221405

Class Size:
160

Address:
71 East Grove St.
Middleborough MA 02346

Dates Attended:
08/2023-
06/2027

School Phone
508-946-2010

Graduation Date:
06/05/2027

Counselor's Name	Title	2027 Caseload	Phone Extension	Email
Mrs. Amy Beirne	School Counselor	A-Do Po-Sae	3110	abeirne@middleboro.k12.ma.us
Mrs. Colleen Breton	School Counselor	Dr-Log Sar-To	3221	cbreton@middleboro.k12.ma.us
Mr. Andrew Swiderski	School Counselor	Lon-Pi Tr-Z	3133	aswiderski@middleboro.k12.ma.us



Senior Checklist

What You Should Have Already Completed

- Develop a finalized list of colleges to apply to and tour as many as possible.
- Identify teachers to write letters of recommendation.
- Review the Letter of Rec Info Sheets and Activity Sheet on the Class of 2027 School Counseling Google Classroom.
- Take at least 1 SAT or ACT and start preparing for a fall retest.
- Review the application process for the schools you plan to apply to and take note of their application deadlines.

Complete By the Time You Submit Your Applications

- Meet with your School Counselor before your first application deadline.
- Sync Common App and Scoir accounts.
- Send completed *Letter of Rec Info Sheet - Teacher* forms to teacher(s) who are writing your letters of recommendation (located on Class of 2027 School Counseling Google Classroom under Classwork).
- Send your School Counselor the completed *Letter of Rec Info Sheet - Counselor* form and *Activities Sheet* (both located on Class of 2027 School Counseling Google Classroom under Classwork).
- Complete Common Application, including Essay, Supplemental Essays, and Application Fee.
- Send Test Scores (optional).
- Submit FAFSA and CSS Profile (if applicable).

Application Deadlines

Different Types of Application Deadlines

Early Action **Nov. 1st-Dec. 15th**

Non-Binding. You may apply to as many colleges as you would like. If accepted, you may wait until you receive decisions from all other colleges before enrolling.

Early Decision **Nov. 1st-Dec. 15th**

Legally Binding. You may only apply to one college for Early Decision. If accepted, you must withdraw all of your Non-Early Decision applications and enroll in the college that you were accepted via Early Decision.

Regular Decision **Jan. 1st- Apr. 15th**

Non-Binding. You may apply to as many colleges as you would like to. If accepted, you may wait until you receive decisions from other colleges before enrolling.

Rolling Admissions

Non-Binding. No deadline, but don't wait too long. If the college fills up early, you may be out of luck.

Application Process

1. Decide schools & deadlines

- Make a short list of the colleges you'll apply to and note whether each is Early Action/Decision or Regular Decision. Each school's deadlines and supplemental requirements can differ.

2. Gather documents & info

- Official high school name and counselor contact.
- Transcript (Request this from your counselor).
- List of activities, awards, jobs (dates, hours/week, role).
- Names and emails of teachers and counselor for recommendations.
- Test score records (if sending official scores) — SAT/ACT, subject tests if used.
- Financial aid info (for later: FAFSA/CSS Profile).
- Personal statement and any supplemental essay drafts.

3. Create your Common App account

- Go to <https://apply.commonapp.org/createaccount> → Create an account (choose "First-Year")
- Use a personal email (not MHS) you check daily. Keep password safe. Avoid iCloud email addresses if possible!

4. Complete the universal sections (in this order for efficiency)

- Profile — name, contact, birthdate, citizenship.
- Family — parent/guardian info.
- Education — list your high school, expected graduation date, GPA, class rank, and current courses.
- Testing — enter tests you took (you'll still need to send official scores from College Board/ACT if the college requires them).
- Activities — add your extracurriculars, work, and honors. Be concise and clear.
- Writing — choose a Common App essay prompt and paste your final personal statement
- Additional Information — use this for explanations (discipline, unique circumstances, course descriptions, etc.).

5. Add colleges to “My Colleges”

- Use the search bar to add each college you plan to apply to. Once added, each school will show its own checklist and deadlines.

6. Set FERPA & invite recommenders

- Under Recommenders and FERPA: complete the FERPA release (common practice is to waive access to strengthen letters).
- ****Remember we send letters through Scoir. Do not add your teachers or counselor in common app.**

7. Complete each college's specific sections

- Open a college under My Colleges and finish:
 - Questions (college-specific questions).
 - Writing (supplemental essays, some require at least one).
 - Programs or Major selections.
 - Testing/Additional Documents (some require portfolios, auditions, or departmental supplements).
- Carefully read each school's "What's Required" checklist on the college page in Common App.

8. Request transcript & school forms

- Your Scoir and common app accounts need to be linked so forms can be sent by your school counselor.
- Link by:
 - Logging into Scoir at app.scoir.com/signin
 - Select "Me" in top right corner
 - Select "View Profile"
 - Select "Connect Common App" on righthand side of page

How to know you're fully set up...All of these should be true:

- ✓ Your Scoir profile's Common App panel shows Connected with your Common App ID
- ✓ Your Common App FERPA shows as complete
- ✓ Your Common App college list appears in Scoir

9. Pay application fees or request fee waivers

10. Review & proofread everything

- Use the Common App preview to generate PDFs to proofread.

11. Click Submit and email your counselor to notify them!

Other Deadlines

The school counselors are processing documents for over 60 seniors each. In order for us to have an appropriate amount of time to thoroughly process all of your materials and write a well thought-out letter of recommendation,

We require a minimum of 15 school days notice prior to the college's application deadline, to process your request.

College Application Deadline	Student Deadline: •Email School Counselor Rec Info Sheet to School Counselor completed •Email Activities Sheet to Counselor
October 15th	September 23rd
November 1st	October 8th
November 15th	October 23rd
December 1st	November 5th
December 15th	November 19th
January 1st	December 2nd
January 15th	December 16th

Testing Information

***MHS is a testing site for the 11/7 SAT**

SAT



SAT Dates and Deadlines

Find important dates and deadlines for the SAT Suite of Assessments. All SAT Weekend deadlines expire at 11:59 p.m. ET, U.S.

 College Board / Mar 19, 2024

Nov. 7, 2026	Oct. 23, 2026 Register
Dec. 5, 2026	Nov. 20, 2026 Register

You must create an account with college board to register for the SAT’s. Click the link above to make an account.

Registration is \$60 per test.

If you receive free and reduced lunch, see your School Counselor for a waiver.

CEEB code is 221405, you will need this for registration. It is our unique code assigned to our High School.

ACT



***MHS is not a test center for ACT.**

You must create an account through ACT to register for the test. Click the icon above to register.

Registration is \$68 per test.

If you receive free and reduced lunch, see your School Counselor for a waiver.

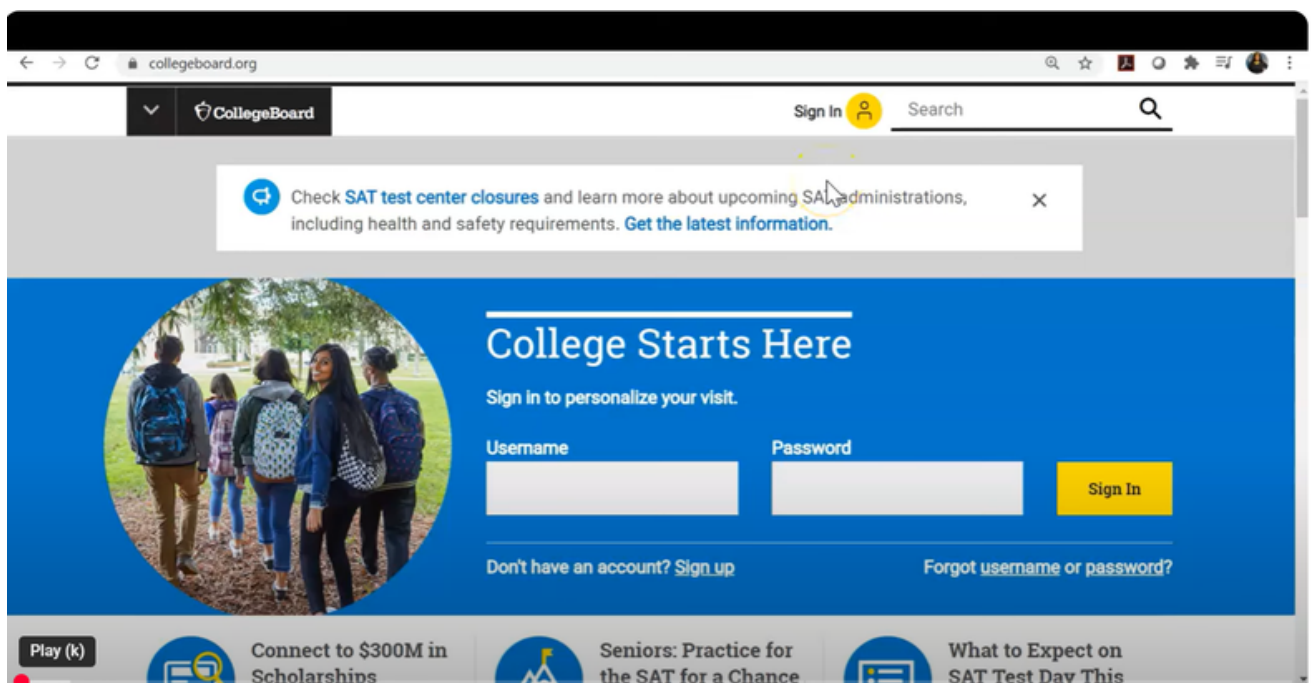
Test Date	Registration Deadline
December 12, 2026	November 6

Sending Test Scores

**It is the student's responsibility to have their official test results from SAT or ACT sent directly to the colleges they are applying for.

To send scores, the student must log onto their ACT or College Board account and request that official scores be sent to colleges.

Please watch the video below to see how to submit SAT scores.

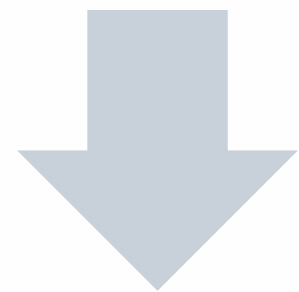
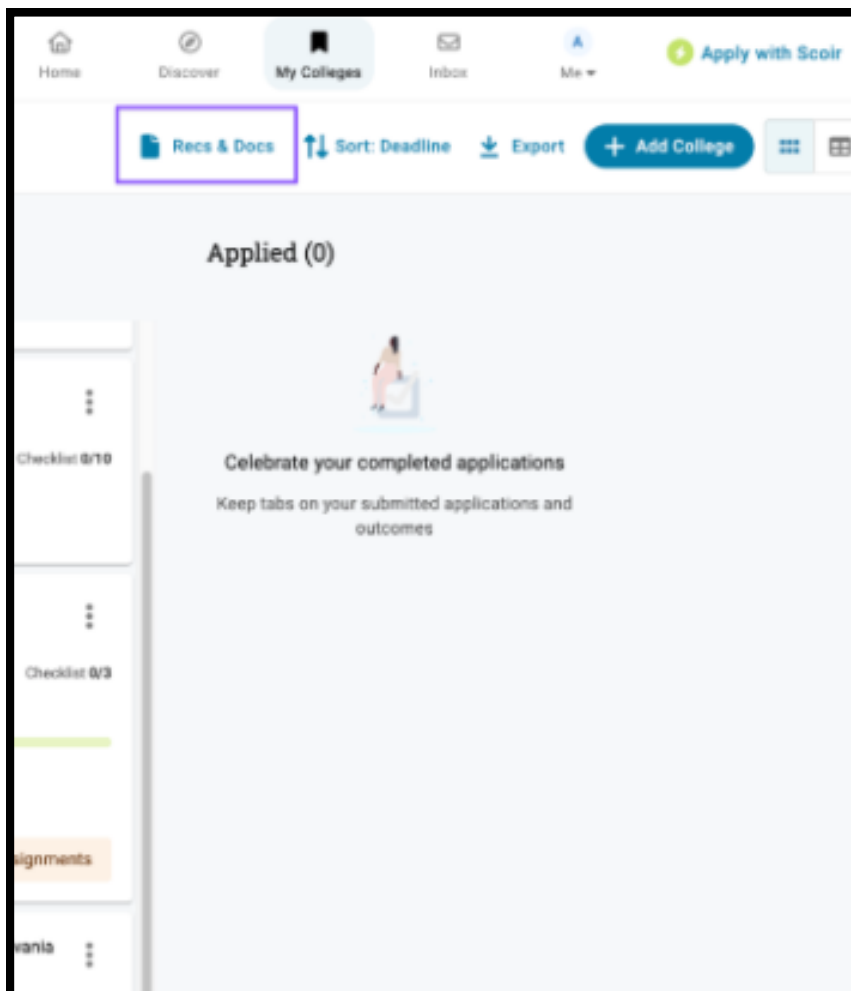


<https://www.youtube.com/watch?v=ZfFqPpKX9xg>

Teacher Recommendation Requests

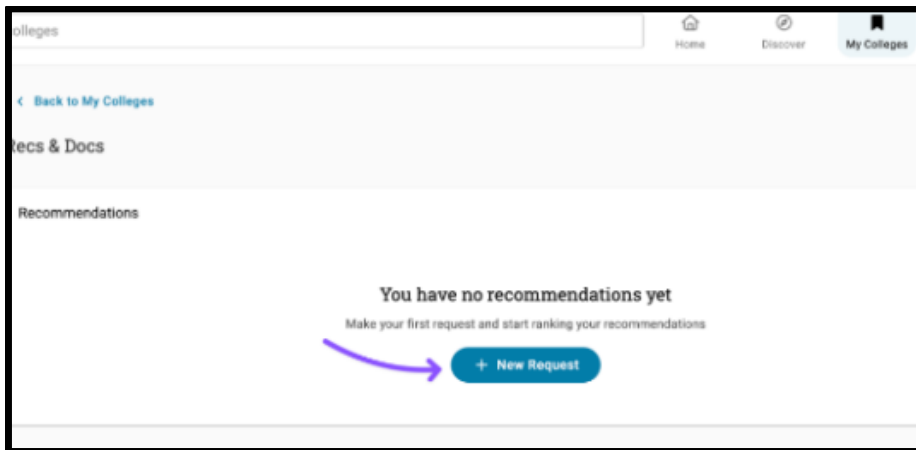
Once you have confirmation from a teacher to write your academic letter of recommendation, you must make a formal request electronically through Scoir.

Log onto your Scoir account at <https://app.scoir.com/signin>.



**Select
“My Colleges”
in the top
banner.
Then,
“Recs & Docs”**

Teacher Recommendation Requests (Cont.)



Select "New Request"

A screenshot of a 'Request Recommendation' form. The title 'Request Recommendation' is at the top. The first section is 'Who should we send this request to?' with a dropdown menu showing 'Teacher' and 'Luke Stephens'. The second section is 'Add a note' with the subtext 'It's helpful to remind your teacher of your best achievements'. Below this is a text input field with the placeholder text 'Thank you in advance!'. At the bottom, there's a checkbox labeled 'I only want to use this recommendation for one school' and two buttons: 'Cancel' and 'Submit'.

Start typing the teacher name which will prompt an auto populate. **If a teacher is not autopopulating, contact your School Counselor.

After selecting the teacher, write a quick thank you for writing their Letter of Rec

Submit

Accessing Letter of Recommendation Info Sheets

There are three forms you will need to complete:

1. Letter of Recommendation Info Sheet for TEACHER
2. Letter of Recommendation Info Sheet for COUNSELOR
3. Activities Sheet

They can all be found in your Class of 2027 School Counseling Google Classroom.

- Go to Classwork
- Click on the form
- Click open with google docs
- You should all have your own copy of each form to work on in google docs

****Please reference College Planning Night Part 2 Workbook for Tips pages 11-13 on completing this!**

****Keep in mind deadlines which are posted on page 10 of this work book!**



Transcripts

Your high school counselor will send your official high school transcripts to colleges for you, provided you have completed the following steps:

- Sign and complete the FERPA in Common App
- Sync Common App and Scoir accounts
- Apply to a college

If you took a Dual Enrollment class through Massasoit Community College, you must check if your chosen colleges require those transcripts separately. If so, follow these steps below:

1. Identify if your college needs Massasoit transcripts.
2. Visit Massasoit's transcript request page at massasoit.edu/transcripts.
3. Follow their online submission steps.



STARS - Self-Reported Transcript & Academic Report Systems

Many colleges are moving towards a system where they want students to manually enter all of their transcript information. The Self-reported Transcript and Academic Record System or STARS is how this is completed. If a college requires this, your application is incomplete until this is submitted even if you have submitted your Common App and financial aid forms.

College Goals Brighter Futures

CLASS OF 2027:
YOUR APPLICATION IS NOT FINISHED YET – CHECK FOR STARS ★

PLAN
APPLY
CHECK
ACHIEVE

HIGHER EDUCATION
GREATER OPPORTUNITIES
BRIGHTER TOMORROWS

STARS = Self-Reported Transcript and Academic Record System

SAME EFFORT BIGGER TOMORROWS

YOU BELONG HERE

- 1**  **APPLICATION**
Some colleges require **STARS** after you submit the application.
- 2**  **TRANSCRIPT**
Enter courses and grades **exactly as listed** on your transcript.
- 3**  **COLLEGE PORTAL**
Check the college portal for **missing materials**.
- 4** 
Your application may not be complete until **STARS is submitted**.

 **Application submitted does **NOT** always mean application complete.**

Alberta **LOGIC**  | *Check every college portal carefully.*

INFORMED STUDENTS
BRIGHTER TOMORROWS

UNDERSTANDING STARS REPORTING

Complete your self-reported transcript for college applications.

The Self-reported Transcript & Academic Report System, known as STARS, is a standardized way for colleges to collect and review your high school academic record. It allows you to input your courses, grades, GPA, and standardized test scores directly into an online portal.

If a college requires this, your application is incomplete until this is submitted even if you have submitted all other application materials. Do not risk being deferred to Regular Decision or next year's application cycle altogether because of this. The following colleges require it:

Baylor University	New College of Florida	University at Buffalo, State University of New York (SUNY)	University of Rhode Island
Clemson University	New York University (NYU)	University of Connecticut	University of South Florida
Duquesne University	Pennsylvania State University	University of Delaware	University of Tampa
Florida Atlantic University	Rutgers University – Camden	University of Florida	University of Tennessee, Knoxville
Florida Polytechnic University	Rutgers University – New Brunswick	University of Massachusetts Amherst	University of Texas at Arlington
Florida State University	Rutgers University – Newark	University of Minnesota Twin Cities	University of Texas at San Antonio
Kean University	Temple University	University of New Hampshire	University of Washington, Seattle
Louisiana State University	Temple University - Japan	University of North Florida	University of West Florida
LSU New Orleans (formerly University of New Orleans)	Texas A&M University	University of Oregon	Virginia Tech
Montclair State University	United States Air Force Academy	University of Pittsburgh	

Sample STARS Entry

While the exact format varies by college, here's a simplified example of what entering information into STARS might look like. Always refer to the specific instructions provided by each institution.

Course Name: AP Calculus BC
Grade Level: 12
Semester: Fall
Grade Received: A
Credits: 1.0

Course Name: American Literature
Grade Level: 12
Semester: Fall
Grade Received: B+
Credits: 1.0

College Application Email Checklist

Congratulations on submitting your college applications! Your email inbox is now your primary communication with admissions offices. Colleges send you important messages that can impact your admission status, scholarships, and even your ability to attend.

Here's why you *must* check your email regularly, ideally *daily*:

- **Missing Application Materials:** Colleges often request additional documents or clarification on submitted information. If you don't provide these, your application may be considered incomplete and therefore **not reviewed**.
- **Demonstrated Interest:** Many colleges track how engaged you are with their communications. Responding to emails, opening newsletters, and clicking on links can show you're genuinely interested in their institution.
- **Portal:** Many colleges have a centralized portal that you will need to set up after you apply.
- **Application Updates & Deadlines:** You might receive notifications about changes in the application cycle or deadlines for financial aid or housing.
- **"To-Do" Lists & Next Steps:** Colleges will often provide you with a "to-do" list through their applicant portal, usually accessed via a link in an email. This list will outline exactly what you need to do to complete your application.
- **Financial Aid & Scholarship Information:** Critical details about your financial aid package, scholarship offers, and deadlines for accepting them will be sent to your email.
- **Acceptance & Waitlist Decisions:** While you'll likely check your portal, important follow-up instructions or messages might come via email.
- **Orientation & Enrollment Information:** Once accepted, all the details about how to enroll, register for classes, and attend orientation will be sent electronically.

Your Post-Submission Email Strategy

Set Up Alerts: Have email notifications enabled for the accounts you used for applications. Consider creating a dedicated folder or label for college communications to keep them organized.

Check Regularly: Check your email at least once a day, especially during peak application and decision periods. Don't rely solely on your high school email; use the personal email you provided on your applications.

Don't Panic, But Be Proactive: If you see an email from a college, open it immediately! If you're unsure about anything, don't hesitate to contact the admissions office directly. Start checking your email *now* and continue diligently throughout your senior year.

Financial Aid



1. Gather Documents

- Social Security Numbers (student & parent)
- Federal tax returns, W-2s, bank statements
- Records of any untaxed income

2. Create Your FSA ID

- First the student and then one parent create an FSA ID at studentaid.gov.
- Used to sign the FAFSA electronically.

3. Complete the FAFSA

- Go to fafsa.gov
no earlier than October 1st
- Add every college your student is applying to.
- Submit as early as possible
—deadlines matter!



CSS Profile

Over 200 private colleges require that you complete the CSS Profile. Full list of CSS Profile school can be found at:

<https://profile.collegeboard.org/PPI/participatingInstitutions.aspx>

1. Gather Documents

- 2025 tax returns and W2's
- Any untaxed income
- Any current education loan payments
- Significant paid medical expenses
- Value of your retirement accounts
- Information on all of your real estate investments including primary home

2. Visit College Board no earlier than October 1st

- Students will complete their CSS Profile through their College Board account
- Parents can create their own College Board account to complete the CSS Profile or they can complete it through their child's College Board account

3. Complete the CSS Profile

- Pay \$25 for first college and \$16 for every additional college
- Submit as early as possible—deadlines matter!

Save the Date

**Bridgewater State University**
Instant Decision Day

Are you applying Early Action to BSU?

**If the answer is "YES",
the School Counselors invite you to participate in:**

**BSU**
Instant Decision Day
Tuesday, November 17, 2026
at MHS
More info coming soon

**Instant
Decision Day**

**UMass** | Dartmouth
at MHS on
Tues, Nov 10th

- Meet with a UMD Admissions Rep
- Get an Instant Decision

Sign up today!
Questions?
Talk to your School Counselor

**SCAN
ME!**
to sign
up