

PROCEDURE FOR SUBMITTING COLLEGE AND SCHOLARSHIP APPLICATIONS

1. A transcript release form needs to be submitted to the Guidance Office before any applications can be sent. Please note: **Official transcripts cannot be issued to students or parents. Official transcripts are sent to colleges/ scholarship committees directly from the Guidance Office.**
2. Need recommendation letters to complete your application? Give each person writing a recommendation: 1) a copy of your **SENIOR PROFILE FORM** (list of activities, interests, etc.)
2) Completed **TEACHER RECOMMENDATION FORM** (PINK FORM)
Teachers must be allowed two weeks to write recommendations. Teachers should submit letters of recommendation to the Guidance Office so they can be mailed with the entire application packet.
3. Submit completed college or scholarship applications to your guidance counselor. Include essays and personal statements if required. Check your application carefully for grammar, punctuation, spelling, signatures, etc. Students should make a copy of each application before submitting it.
4. Student should submit each application with \$2.00 to cover the cost of processing.
5. **Submit one copy of this blue form with every college or scholarship application that you submit. This includes on line applications.**
6. Allow up to **two weeks** for the processing of applications, which includes preparing a transcript, completion of the counselor recommendation section, inclusion of all letters of recommendation and mailing out the entire package.
7. Write a thank you note to people who helped you by writing letters of recommendations.
8. When you hear from any college or scholarship please bring the letter into your guidance counselor's office. No scholarship or college will be announced at graduation unless the Guidance office has verified it.

COLLEGE OR SCHOLARSHIP APPLICATION

Your Name _____ Homeroom _____

Date submitted to the Guidance Office _____

Name of College or Scholarship _____

Address of College or scholarship _____

Check all that apply:

_____ I applied on-line. _____ Application attached.
_____ Please attach my transcript _____ Application fee enclosed
_____ \$2.00 attached to cover the cost of processing.
_____ Letters of recommendation will be provided by (name teachers)

1) _____ 2) _____ 3) _____

_____ No letters of recommendation required.

Does the counselor have a section to complete? Yes No (Please circle one)

Please list other requests/ requirements for this application.

(For office use only) Date sent out of office _____
