

## College Application Procedures (2007-2008)

Complete, sign and return transcript release form. This form must be returned to the Student Services Office within one week of distribution. This form needs to be completed **once** for the entire school year and covers all transcript requests. No transcripts will be released to any source without this form on file.

Students may apply to their colleges of choice by any approved method of that college. **All** colleges require transcripts to be mailed to them. A complete transcript request form must be submitted for each transcript required. The first three (3) transcripts are free; there is a \$5.00 fee for each transcript required after the initial three.

A complete transcript request includes a copy of the school's secondary school or counselor's report. Transcripts submitted without this form will be considered incomplete by the college and will affect the college's decision-making ability about your application. It is the student's responsibility, not the responsibility of the high school to know whether the colleges they have applied to require additional information from the school counselor. **Do not submit the counselor's report to your counselor or other administrative personnel. It must go with the transcript request packet prepared by the transcript secretary and given by her to your counselor. At Chantilly High School, these reports are only filled out by guidance counselor; if a student requires a recommendation from an administrator, it can be requested through a teacher recommendation form.**

All transcript requests must be personally delivered to the transcript secretary no later than two (2) weeks before the college application deadline date. These dates can be located on [www.collegeboard.com](http://www.collegeboard.com). **There are two exceptions to this requirement. Transcripts required by 1/1/08 must be turned in no later than 12/3/07; transcripts required by 1/15/08 must be turned in no later than 12/14/07.** Do not make up the date; make certain that the date indicated on the request can be verified through the college's website.

Letters of recommendation from staff other than counselors must be separate from the application packet sent by the Student Services Department. Letters of recommendation are sent directly to the college by staff. Requests for Letters of Recommendation forms are available from the Student Services office or in the student's subschool.

The first three (3) transcripts are sent free. There is a \$5.00 charge for each additional transcript requested which is due and payable at the time of request. **Transcript fees that are unpaid at year end may affect the student's graduation status.**

**Chantilly High School automatically mails 7<sup>th</sup> semester reports in February to all schools except those that require that students self-report their grades. Students are responsible for knowing if a college requires self-reporting.**

**Final transcripts will automatically be sent in June to the college students indicate that they plan to attend when they fill out their Senior Survey Forms during April and May. They will also be sent to colleges where a student is waitlisted, if requested by the student.**

**SAT AND ACT SCORES NEED TO BE SENT DIRECTLY FROM THE TESTING SERVICE. CHANTILLY HIGH SCHOOL DOES NOT MAIL TEST SCORES TO COLLEGES.** Instructions can be found on-line at [www.collegeboard.com](http://www.collegeboard.com) or [www.act.org](http://www.act.org).