

LAKE BRADDOCK SECONDARY SCHOOL 2009-2010 COLLEGE APPLICATION PROCEDURE AND CHECKLIST

Section 1: Completing College Applications

_____ Check out college websites, college handbooks, Family Connection, information on the LBSS College/Career Resource Center website and visit the College/Career Resource Center. List the colleges to which you plan to apply.

_____ Complete the college applications carefully. Many colleges prefer that applications be submitted electronically (online). If completing an online application, print a hard copy to proofread before sending. Review all applications before sending. Neatness and accuracy are important. Also, if the college you are applying to requires the Common Application, please see your counselor prior to starting the application process.

_____ Complete all the forms required and submit the application fee directly to the college.

Section 2: Requesting Test Scores

_____ LBSS **does not send test scores** to the colleges or NCAA. If test scores were not requested to be sent at the time of the test registration, log back into the testing website and request your official scores for the SAT Reasoning test, SAT Subject tests, ACT and/or TOEFL be sent directly to all colleges you have applied—the first four are free.

SAT www.collegeboard.com

ACT www.actstudent.org

Section 3: Recommendations (minimum of 3 weeks in advance)

_____ **Counselor Recommendation:** Most college applications require that your counselor complete a Secondary School Report or Counselor Evaluation Form. This form will be automatically included with every transcript mailed. In some cases, a separate recommendation letter from your counselor may also be required. The **Request for Counselor Recommendation Form** is due **to your counselor** by October 9, 2009. This mandatory questionnaire assists counselors in completing your college recommendations. You must also schedule an appointment to discuss your completed questionnaire with your counselor before the recommendation can be written. Plan to deliver **two LBSS Comment Forms** to the teachers of your choice and have them return these forms **to your counselor**.

_____ **Teacher Recommendation:** Some colleges also require letters of recommendation from your teachers. You can provide the teacher with a **LBSS Letter of Recommendation Request Form**. This form asks that the teacher write a letter of recommendation for you that will be mailed, by your counselor, to colleges. However, teacher comments are also very helpful for your counselor to include in their letter of recommendation. For this you can use the **LBSS Comment Form**. On this form a

teacher will provide comments about you to your counselor. The LBSS Comment Form is for counselor use only and will not be mailed to any college. You should submit one of these forms to the teacher at least **three weeks** in advance. **Students should give the teacher either the LBSS Comment Form or the LBSS Letter of Recommendation Request Form. No teacher should be given both forms.**

Section 4: Release of Records and Transcript Request Form (at least 3 weeks before application deadline: to Transcript Assistant)

____ The LBSS **Release of Records and Transcript Request Form** must be signed by a parent/guardian. This form is in your Post-Secondary Planning Guide, on the LBSS website and in the Counseling Services Office. No transcript(s) will be sent without a parent/guardian signature on file. The form must be filled in completely to include the type of admissions and the college deadline before it will be given **to the Transcript Assistant**. Be sure to indicate if the transcript is for a college honors program or scholarship as these dates may differ from the college's deadlines.

____ Submit the completed **LBSS Release of Records and Transcript Request Form to the Transcript Assistant** located in the **Counseling Services Office (C138)**. The first three transcripts are free; each additional transcript is \$5. Payment is required at the time of your request(s). A late fee of \$5 will be charged for each late request. Late requests are placed at the back of the line and counselors will do their best to get them done. If the counselor can't complete the request in time for the deadline, the transcript and profile will initially be sent. The counselor information will be mailed separately later.

Section 5: Mid-Year Grades (7th semester reports)

____ In February, mid-year grades will be mailed to all of the colleges to which you have applied/had transcripts sent (except where self-reporting is required, i.e., UVA, UNC Chapel Hill and U of California). These FCPS-generated reports will show just your senior courses and semester grades and your new GPA based on seven semesters of courses.

Section 6: College Acceptance/Notification

____ Once you decide on the college you will attend, submit any deposits or paperwork the college requests directly to the college (by their deadline). If accepted early decision to a college, withdraw your applications from any other college(s) to which you applied. Once you decide on the college you will attend, notify any other college(s) you applied to that you will not be attending. (Appendix G)

____ In May, you **MUST** complete the Senior Survey. You will be asked to indicate the admissions status of the college(s) you applied to and to declare the college you will attend; this is where your final transcript will be mailed in late June. If a college waitlisted you and this is a college you still want to attend if accepted, indicate that a final transcript also needs to be mailed to this college. A final transcript will also be sent to NCAA if it was on your release form.