

MHS College Application Process 2010-2011

Counselors will meet with seniors in September to explain our college application process. Students will receive the following handouts:

- Transcript Release Form (tan)
- Student Information/Parent Response Questionnaire
- One Teacher Recommendation Request Form (for colleges) (green)
- Two Teacher Comment Forms (for counselors) (pink)

Student Responsibilities

The following material should be returned to your counselor **at least 30 days before** your earliest application deadline:

- Student Information/Parent Response Questionnaire
- Resume
- Transcript Release Form
- Payment of \$5.00 per transcript beyond the first three (3). Checks should be made out to McLean High School

The following material should be given to your teacher(s):

- Teacher Recommendation Request Form (if the college requires it)
- Addressed stamped envelope(s) with **MHS as the return address.**
- Teacher Comment Forms (teachers will return them to your counselor)

The following material should be transmitted to your college(s) either online or through the mail:

- College application(s) and fee(s)
- Request online your test scores from the ACT or SAT testing services (scores are sent online to the college(s))

Counselor Responsibilities

Counselors will send the following documents to colleges:

- Transcript (includes final marks to date and work in progress)
- MHS Secondary School Report (We do not use the college SSR)
- Counselor letter of recommendation
- School Profile

MHS College Application Forms

Transcript Release Form

- Tan Transcript Release Form – Complete and returned to your counselor.
- Allows us to keep track of where you apply.
- **Only one form** from each student. As you add or delete schools, see your counselor rather than submitting additional forms.
- There are two places for **signatures** on the form. Parent signature gives us authorization to send your transcript to colleges. Student signature waives your right to read your recommendation.
- First three transcripts are sent to colleges free of charge. Avoid delays by including a check for \$5 made out to MHS for each additional college.

Student Information/Parent Response Questionnaire

- Counselors use the questionnaires to write your letters of recommendation.
- Questionnaires must be submitted to your counselor at least **30 days prior** to your earliest application deadline.

Teacher Comment Forms

- Counselors use Teacher Comment Forms to obtain information from your teachers to help us write on your behalf.
- Students give Teacher Comment Forms to two teachers who are **not** sending letters of recommendation to colleges.
- Please ask the teachers to deliver the forms to the appropriate counselor's mailbox at least **30 days prior** to your earliest application deadline.
- Your teacher's comments do not help us after we have written your letter 😊

Teacher Recommendation Request Form

- Students submit Teacher Recommendation Request Forms to teachers who will be writing their letters of recommendation.
- Students should provide teachers with stamped, addressed envelopes so teachers can send letters directly to colleges. **IMPORTANT: use the MHS address as the return address.**

Secondary School Report

- We will prepare one Secondary School Report (SSR) for each student.
- **We do not use** the counselor information page or SSR included in your college applications.

FCPS / MHS School Profile

- We will send a school profile with important FCPS and MHS school data to all the schools listed on your Transcript Release Form.
- The profile includes information on the FCPS grading scale.

STUDENT INFORMATION – COPY AND TYPE RESPONSES. EMAIL OR DELIVER TO YOUR COUNSELOR

Name: _____ E-mail: _____ Home Phone: _____ Cell: _____

1. What three words best describe you, and why do you think they are good descriptors?
2. What activities/clubs/sports have you participated in at McLean? Awards? Describe any leadership roles you have held and please rank order the importance of these activities to you?
3. If you have decided your major for college, what steps have you taken to prepare? Courses? Jobs? Volunteer Work?
4. Describe any work, intern or volunteer experiences you have had? How did the experience impact you?
5. Please respond to the following quote: “Character is doing the right thing when nobody’s looking. There are too many people who think that the only thing that’s right is to get by, and the only thing that’s wrong is to get caught”. J.C. Watts
6. What are your personal and/or academic strengths? Please elaborate.
7. Describe any cultural/travel experiences and their impact on you.
8. What three things would you want a college admissions committee to know about you? Give examples or relate a specific anecdote to explain.

PARENT RESPONSE – TYPE RESPONSES AND EMAIL OR DELIVER TO COUNSELOR

Student Name: _____

1. List three adjectives that best describe your student and provide detailed examples.
2. Describe one or two major events that you see as turning points in your son/daughter’s development and explain why you view them as such.
3. His/her greatest strength/weakness is:
4. Is there anything you wish to add which would help me in writing the Counselor’s Statement for colleges?



McLean High School Transcript Release Form
 School CEEB Code: 471-395

Name: _____
 (Print neatly) Last, First, Middle Initial

Student ID #: _____

Check the items below before you give this form to your counselor:

- ___ Addressed 9x12 manila self-seal envelope for each transcript.
- ___ Three stamps for each transcript requested.
- ___ \$ 5.00 for each transcript, official or unofficial. The first three are free of charge.
- ___ Completed College Planning Packet

MHS does not mail
 Standardized Test Scores
 (SAT, ACT, TOEFL) to colleges.
 You must request them
 through College Board or ACT.

I understand that I must allow at least four weeks for processing and mailing of all transcripts

I waive ___ do not waive the right to read my counselor's recommendation

Print neatly: Name of College or Scholarship Street Address City, State Zip Code	College Deadline Date	Recommen- dation needed? (If Yes, submit College Planning Packet!)	Early Action (EA) or Early Decision (ED)?	For Guidance Use Only		
				Date Given to Counselor	Paid? Y/N	Date Mailed from Student Services
					Free	
					Free	
					Free	

(Continued On Back)

Student's Signature _____ Date _____

Parent's Signature (if student is not 18) _____ Date _____

RESUME – this is a fictional resume. You may or may not have all or any of these activities. However, the format will help to highlight who you are and what you do. There are also resume instructions in Family Connection.

Any Student
anystudent@xyz.com
012-34-5678

Extracurricular/Co-curricular Activities (activities in and out of school that are educationally related)

Project Enlightenment, Historical Reenactment Group (11-12)
McLean High School Highlander Band (9-12)
Member of various sections in marching band – pit and bass line (9-10)
Member woodwind section, McLean High School Symphonic Band (9-12)
Internships
Model UN (10-12)

McLean High School Athletics

Track and Field (9-12)
Member (9-11)
Manager (12)
Varsity Letter (11)

Work Experience

The Gap (11-12)

Volunteer Experience

Habitat for Humanity (9-12)
Key Club (10-12)
Friends of Frosty (9-11)

Academic Honors and Awards

National Honor Society (11-12)
McLean High School Honor Roll (9-12)
Manager of the Year for Athletics (11)

Summer Activities

Music Camp – Red University (9-10)
Ocean Research Experience – Black College
Member of crew on 130' schooner “McLean Scottie” (10-11)

Skills

Play a variety of instruments – brass, woodwinds, percussion, piano
Computer literacy

Hobbies

Reading, cooking, listening to music, politics, sailing, collecting posters

You may include a second page in order to explain any items on your resume which are special to McLean High School such as Project Enlightenment and Friends of Frosty, for example.

Transcript Requests and Letters of Recommendation DEADLINES

Counselors must have your completed packet by these deadlines

Application Deadline For College/University	Deadline to return COMPLETED request to Counselor
November 1, 2010 -----	October 1, 2010
November 15, 2010 -----	October 15, 2010
December 1, 2010 -----	November 1, 2010
December 15, 2010 -----	November 15, 2010
Winter Break is December 23-January 3 Counselors are on vacation too!!	
January 1, 2011 -----	December 1, 2010
January 15, 2011 -----	December 15, 2010
February 1, 2011 -----	January 3, 2011

- Counselors will schedule a time to meet with all their students
- Students should make all other appointments with their counselor using the appointment clipboard in Student Services.
- Counselors attend professional meetings and trainings in addition to working with all their students while taking on additional responsibilities during the school year. Recommendations can take several hours to produce.
- Please be respectful of the deadlines above and be sure your requests are turned in to your counselor **at least 30 days prior to the college/university deadline.**

Date: _____

Teacher: _____

Student Name: _____

Please write a college recommendation for me. I am applying to the following colleges and have listed the application due dates.

COLLEGE NAME	APPLICATION DUE DATE

When you are finished writing the recommendations, please mail them directly to the colleges using the **attached addressed and stamped envelopes**.

Thank you for all your time and effort on my behalf.

Sincerely,

Student e-mail address: _____

Student phone number: _____

Student's counselor: _____

College Entrance Tests

Most colleges require admissions applicants to take entrance exams—either the **SAT Reasoning** or the **ACT**. Students should plan to take one or both by December of senior year. We encourage students to take both tests once, and then take their “best” test again.

The SAT and ACT are significantly different tests, and in many ways measure different skills. Depending on the student’s particular strengths and weaknesses, one may perform much better on one test than the other. Here are some ways in which the tests differ.

	SAT Reasoning	ACT
How many sections?	3—Critical Reading, Math, & Writing	4—English, Math, Reading, & Science (optional writing section)
What math is covered?	Algebra 1 & 2, Geometry	Algebra 1 & 2, Geometry, AND Trigonometry
Is there a guessing penalty?	YES	NO
Is it all multiple choice?	NO	YES
How are the questions arranged?	In each section, questions go from easy to hard.	Questions are all mixed up
What kind of test is it?	SAT tests critical reasoning	ACT is knowledge based
How much does it cost?	\$45.00	\$32.00 (\$47.00 w/writing)

Most colleges accept both tests. (Some require the optional ACT writing section)

Some colleges also require that applicants submit **SAT Subject** scores. Students can take up to 3 of these subject tests in one sitting. SAT Subject Tests cannot be taken on the same day as the SAT Reasoning. SAT Subject requirements vary by college, so check with the individual schools.

Students who have been in the country for 5 years or less should consider taking the **TOEFL** (Test of English as a Foreign Language). Check with the colleges as each one has different requirements. The cost is \$170 (internet-based) or \$160 (paper-based)

Please use the following websites to access information that includes registration deadlines, test dates and on-line registration.

SAT Reasoning & SAT Subject: www.collegeboard.com

ACT: www.actstudent.org

TOEFL: www.ets.org

College & Career Center: <http://www.fcps.edu/McLeanHS>

For a list of schools that have made college entrance exams optional check out:
www.fairtest.org.

GLOSSARY OF COLLEGE TERMS

- **The ACT** – Tests of educational development in English, math, reading and science. An optional Writing Test is offered.
- **Accepted** – Hooray!!!! The college wants me 😊.
- **Candidate Reply Date – May 1** – deadline students have to reply without penalty to offers of financial aid and admissions.
- **Deferred Admission** - Student has applied early action or early decision and has not been admitted but put into pool of regular decision students.
- **Denied** – Student has not been accepted for admission 😞
- **Early Action** – Applications are submitted in the fall, usually by November 1st or 15th; students receive notification well in advance of regular spring decisions; decision based on grades through junior year. Not a binding contract; student can continue all other applications. May 1st candidate reply date.
- **Early Decision** – Applications are submitted in the fall, usually by November 1st or 15th; students receive notification early in December; decisions based on grades through junior year. At that time the student agrees by contract to enter that college and withdraw all other applications. If not accepted under this plan, student is usually reconsidered or **deferred** for regular admission.
- **Major/Concentration** – Subject of study in which a student specializes; a series of related courses usually taken in junior and senior years.
- **NCAA Clearinghouse** – In order to participate in NCAA Division I and II colleges, student athletes must submit their transcript, the Clearinghouse “Student Release Form” and ACT/SAT scores. When registering for either test, enter “9999” as one of the college choices to have test scores sent to the Clearinghouse. Transcripts are submitted after 6 full semesters of high school. www.ncaa.org.
- **Open Admissions** – Acceptance is granted to all who apply.
- **Regular Admissions** – Students are required to apply by a fixed date. Decision letters arrive in the spring. Students must reply by May 1st
- **Rolling Admission** – Applications considered as soon as they are received. Notification usually happens in 4-8 weeks, although some colleges/universities may take longer. May 1st candidate reply date.
- **SAT Reasoning Test** – Test of critical reading and math abilities given by the College Board. Writing test required.
- **SAT Subject Test** – Tests include Literature, U.S. History, World History, Math, Bio, Chem, Physics, Language (reading only: French, German, Modern Hebrew, Italian, Latin, Spanish), Language (listening and reading: Chinese, French, German, Japanese, Korean, Spanish – given only in November).
- **Single Choice Early Action** – Used only at Stanford and Yale. A student can apply to one and only one early action college if applying to one of these institutions.
- **Wait List** – Students who are not admitted with the regular pool of students, but are considered for admission should space become available. Students who are waitlisted should maintain contact with the college to show continued interest. Send any new information, update transcript, inquire about how the wait list is managed, etc.

NACAC (National Association for College Admissions Counseling) provides a Statement of Student Rights and Responsibilities in the College Admissions Process. If you are interested in **Early Action, Early Decision, and/or Rolling Admission please review this information which can be found at the following links:

<http://www.nacacnet.org/AboutNACAC/Policies/Documents/StudentsRtsNEW.pdf>

Student Resources Page

<http://www.nacacnet.org/StudentResources/Pages/default.aspx>