

Processing Your College Application At Mount Vernon High School

1. Obtain applications for the colleges to which you are applying. Most colleges have their applications available on their websites. If you send an application electronically, be sure to download and print the “Secondary School Report” section for your counselor.
2. Your counselor has a college application packet for you, which contains
 - An activity record card
 - A self evaluation form
 - An official school transcript request**You must complete all of these forms and give them to your counselor before he or she can send information about you to any college.**
3. If you are applying to a college that requires teacher recommendations, you must contact the teacher **at least three weeks** before they are due to the college. Give each teacher a stamped envelope addressed to the college, and confirm that the teachers have mailed the recommendations shortly before the due date. A note of thanks to each teacher will always be appreciated.
4. Mail your applications to the colleges, unless a college **requires** that your counselor mail all items together.
5. Give your completed application packet to your counselor. **All items must be complete and submitted at the same time.** A complete packet will contain the following five items:
 - 1) **A signed official school transcript request.** No counselor recommendations, transcripts or other school information will be mailed without a signed request. **Students under 18 must have a parent’s signature.**
 - 2) **Any portion of your application that the college requests be completed by your counselor.** Many colleges will call this the “Secondary School Report.”
 - 3) **A check or money order payable to Mount Vernon High School for \$4.00 for every transcript after the first three.** The first three are processed free of charge.
 - 4) **A typed and complete activity record.** This is available on a computer template in the Cook Writing Lab.
 - 5) **A completed self-evaluation form.**

You must allow three weeks processing time for your request.

Please check deadlines carefully.

All requests for **January 1 deadlines** must be completed by **December 1.**

Every application request **must** be submitted **in person**. When all your items are ready, please leave a **request for an appointment** with your counselor several days before the three-week processing time.

Don’t forget to apply for financial aid for all colleges with the federal form as soon as possible after January 1. Check with your colleges to see if any other financial aid forms are required.



MOUNT VERNON HIGH SCHOOL

OFFICIAL TRANSCRIPT REQUEST (example)

STUDENT'S NAME: John C. Smith DATE: 11/01/2006

I hereby consent to have MOUNT VERNON HIGH SCHOOL release my transcript to the address listed below, along with any recommendations, test scores or other information from my school records requested by the addressee.

PLEASE MAIL MY TRANSCRIPT TO THE FOLLOWING ADDRESS:

COMPLETE MAILING ADDRESS

College/Scholarship

Deadline: 12/01/2006

University of the USA

Office of Admissions

1776 Independence Ave.

Anytown, USA

Student Signature: _____

Parent Signature: _____

(required of students under 18)

FOR COUNSELOR USE ONLY

Checklist:

(to be mailed) (mailed)

Transcript: _____ Date Turned Into Office: _____

Test Scores: _____

Activity Record: _____ \$ Received: _____

Sec. School Report: _____

Application: _____

7TH Semester: _____ Counselor: _____

Recommendations from: _____

Other: _____

Mailing Confirmation

Student's Name: _____

Transcript was mailed to _____ on _____

Processed By: _____ Total Transcript fees owed to date: _____

**Mount Vernon High School
Self-Evaluation form for College and/or Employment**

Name _____ **Date** _____

It is important that you answer all questions. The more information you provide, the more complete your school recommendation will be.

- 1. Are you planning to attend college? Enter the work force? Enter the Military service?**

- 2. What are you interested in studying at college or doing in your career? Why?**

- 3. Have you visited the Career Center to obtain help in selecting your college, to meet with recruiters from colleges, military or the work force?**

- 4. You provided your counselor with an updated activity card. Of the school activities you listed, in which one(s) are you the most active and which do you most enjoy? Why? What do you gain from participating?**

- 5. How have you used your time out of school? (hobbies, organizations, sports, etc.)**

6. Have you held any jobs? If so, give a brief description of your duties, as well as the number of hours per week you worked.

7. Describe your financial needs, if you are a candidate for financial aid.

Please check one of the following:

- My family and I will be able to finance most of my college education.**
- My family and I will be able to finance some of my college education.**
- My family and I have no money to contribute to my college education and will rely totally on financial aid.**

8. Are there any health problems that you would like to share with your Counselor?

9. What three words would you use to describe yourself? Why?

10. What would you say is your major strength; weakness and area needing the most improvement?

11. What else would you like a school or potential employer to know about you?

12. If your counselor should need more information to prepare your recommendation, which two teachers know you the best?

1. _____ 2. _____

13. What has been your most important accomplishment?

In school: _____

Out of school: _____

Application Processing Checklist

Are these Items complete?

- ❑ **I went to the Cook Writing Lab or the MVHS Web site and prepared my activity record.**
- ❑ **I completed my self-evaluation form, and my family has completed their section.**
- ❑ **I have filled out my transcript requests, including the complete addresses of the colleges to which I am applying. If I'm under 18, a parent has signed my request(s). I turned them in to my counselor.**
- ❑ **I have a check or money order for each transcript request after the first three.**
- ❑ **I have the “Secondary School Report” section of my applications to give to my counselor.**
- ❑ **I have submitted all required materials to my counselor with all items completed at least **THREE WEEKS** before the college deadline.**
- ❑ **I have indicated, in the appropriate place on my transcript release form, the deadline date for the school to which I am applying.**

Career Center Policy on Presentations by Colleges, Universities, and Technical Schools

Each year, approximately 75 colleges, universities, and technical schools visit Mount Vernon High School to talk about the opportunities available for our students at their institutions. To ensure the success of these visits, we have established the following procedures:

1. Students must have a pink Career Center pass signed by their teacher to attend presentations. No other passes will be accepted.
2. Students can obtain Career Center passes 5 days prior to presentations. Passes are distributed on a first come, first served basis.
3. Presentations are for juniors and seniors only.
4. Each student may attend up to five college presentations per year. Students who wish to exceed this limit may do so with written permission from their guidance counselor.
5. In general, students' academic record should indicate some chance of admission to the colleges whose presentations students wish to attend. Therefore, students with less than a 2.0 cumulative grade point average will not be permitted to attend most college presentations.

Exceptions will be made at the discretion of the guidance counselor.

6. Maximum audience size for all presentations is 35. Students who wait until the last minute to obtain a pass, particularly for the presentations by larger state schools, may be disappointed.
7. At their discretion, teachers may refuse to dismiss students from class to attend presentations. Representatives always leave extra materials and business cards for later contact by students.
8. Parents are welcome at all college presentations, and should check in first at the main office for a visitor's pass before proceeding to the Career Center.