

## Processing Your Transcript Request at MVHS

1. 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” or “Transcript Request Form” section for your counselor.*
2. Mail your completed applications to the college, unless a college requires that your counselor mail all items together. Your application starts a file at the college. You do not want your transcript to get to the college before your application.
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 the teacher an envelope with your name and the name of the college on the front. **The teacher can give the letter to your counselor to mail with the transcript.** Also, a note of thanks to each teacher will always be appreciated.
4. Give your completed transcript request packet to your counselor after you have submitted your online applications. **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. Students under 18 must have a parent or guardian’s signature.** Counselor recommendations, transcripts, or other school information will not be mailed without a signed request.
  - 2) The portion of your application that the college requests the school counselor to complete. **Many colleges will call this the “Secondary School Report,” “Transcript Request Form,” or “Counselor Recommendation Form.”**
  - 3) **A check or money order payable to Mount Vernon High School for \$5.00 for every transcript after the first three.** The first three are processed free of charge.
  - 4) **A typed and complete resume.** This is available on a Family Connections.
  - 5) **A completed “Self Evaluation” form.**

You must allow three weeks processing time for your transcript request.

Please check deadlines carefully.

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

Every application request **must** be submitted to your counselor **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.

# Senior Self-Evaluation Form

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Which two MVHS teachers know you best?

1. \_\_\_\_\_ 2. \_\_\_\_\_

What is your current post-graduation plan? (Check one)

- |  |   |
|--|---|
| <input type="checkbox"/> 4-year college/university     | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> NVCC or other 2-year college  | <input type="checkbox"/> Full-time work |
| <input type="checkbox"/> Professional/technical school | <input type="checkbox"/> Military       |

What are you interested in studying in college or doing in your career?

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Please tell me about your family's ability to pay the cost of college:

- Will be able to pay for most of my college education.
- Will be able to pay for some but will need some financial aid.
- Have no money to pay for college and will rely totally on financial aid.

What is your proudest academic accomplishment? Why?

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Are there any circumstances in your life that might have had a negative impact on your academic performance? If yes, please describe them.

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Do you participate in any activities that are not listed on your resume?

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Are you a leader? In which activities have you been able to show your leadership skills?

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What is your proudest personal accomplishment? Why?

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List three words that describe you as a person. Why did you choose these?

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What is your biggest strength?

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What is something unique about you that sets you apart from your classmates?

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Colleges like to see that you have grown and matured. If you look back on your high school career and see where your grades may have dropped, explain why and what you learned from that experience. Was there something going on in your life that you would like the colleges to know about?

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What would you change about your high school experience and why?

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What is the most important LIFE lesson you learned in high school?

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

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*Please return this form to your school counselor no later than Friday, October 3.  
This form is required to be submitted before your counselor can write f recommendation.*





5. What person(s) have had a significant influence on the growth of your student?
  
6. In what community service or other activities outside of school has your student participated?
  
7. Has your student met reasonable expectations for academic performance in school? If yes, proceed to question 8. If your student has not performed as well in school as you would expect, what do you think have been some of the contributing factors?
  
8. How easy has it been for you and your student to communicate with one another about college issues? Are you on the same wavelength?
  
9. Has there been a particular teacher with whom your student has had good rapport?
  
10. Please tell me anything else that is important for me to know about your student.

*Please return this form to your child's school counselor as soon as possible. Thank you.*



\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
(M.I.)

\_\_\_\_\_  
FCPS ID #

<b>Date Requested</b>	<b>College or Scholarship (Name and Address)</b>						<b>Office Use Only</b>
		<b>Regular Early Adm. Early Action</b>	<b>Date Application Due to College</b>	<b>Transcript</b>	<b>Test Scores</b>	<b>Activity Record</b>	<b>Payment</b>
							<b>Release Transcript</b>
		<b>Secondary School Report</b>	<b>Counselor Recommendation</b>	<b>Recommendations:</b>	<b>Application Mailed</b>	<b>7<sup>th</sup> Semester</b>	
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