

# COLLEGE PLANNING PACKET CHECKLIST

George C. Marshall High School

Name \_\_\_\_\_ Date \_\_\_\_\_

Earliest College Deadline \_\_\_\_\_ Date 4 weeks before earliest college deadline \_\_\_\_\_

In order for your counselor to write an accurate and personal letter of recommendation to your college(s) of interest and to have your transcripts sent by Marshall HS, please complete the checklist and **turn in completed materials to your school counselor 4 weeks before your earliest college deadline.**

\_\_\_\_\_ **Colleges** - Access Family Connections through your Blackboard account. Click *colleges I'm thinking about* and *add to list* to update the schools that you are interested in applying to. Indicate your level of interest. View the College Research links under the *Colleges* tab.

\_\_\_\_\_ **Resume** - Turn in a resume to your counselor with the completed College Planning Packet AND upload an electronic copy into Family Connections. Create your own resume or use the resume template in Family Connections to begin building a student resume (click *Resume* under the *about me* tab and *Add a new entry*).

\_\_\_\_\_ **Student Information Sheet** – Complete the green information sheet and turn in with your completed College Planning Packet to your counselor. Forms can be accessed in the Student Services office or electronically in Family Connections (in your document library within the College Planning Packet folder).

\_\_\_\_\_ **Parent Information Sheet** – Have a parent/guardian complete the Parent Form and turn in with your completed College Planning Packet to your counselor. Forms can be accessed in the Student Services office or electronically in Family Connections (in your document library within the College Planning Packet folder).

\_\_\_\_\_ **Teacher Input Form** – Give the gold forms to teachers (recommend 2 to 3 teachers) six weeks before College Planning Packet deadline. Forms can be accessed in the Student Services office or electronically in Family Connections (in your document library within the College Planning Packet folder). Forms given to the following teachers: \_\_\_\_\_

\_\_\_\_\_ **Transcript Request Form** – Blue forms can be accessed in the Student Services office or electronically in Family Connections (in your document library within the College Planning Packet folder). Turn in with your completed College Planning Packet AND

\_\_\_\_\_ One **BLANK 9" x 12"** manila envelope for **each** transcript requested (**Do NOT address the envelope!**).

\_\_\_\_\_ Three stamps for **each** transcript requested.

\_\_\_\_\_ \$5.00 for **each** official or unofficial transcript. The first three are free.

## Marshall High School will send:

- School Profile
- Official Transcript
- Counselor Recommendation (if required)
- GCM Secondary School Report

## Marshall High School will NOT send:

- SAT, ACT, TOEFL scores

## Marshall Counselors do NOT need:

- Counselor Recommendation forms
- Secondary School Report Requests
- Mid-year/Final Grade Report Requests