

COLLEGE APPLICATION PROCESS

(Keep for your Records)

Turn the following in to a Counseling Secretary

Authorization for Release of Records (*Yellow Half Sheet*)

- Complete all parts
- SSN (Social Security Number & Parent Signature Required)

Senior “Brag” Sheet (*Blue Sheet*)

- Be thorough, add details
- Be accurate
- Answer all questions
- Be honest (We use this to write your recommendation)

College Admission Applications

- Student is responsible for completing candidate’s part
- All college application fees should be submitted by the student
- Only the secondary report comes to Counseling Office for processing

Secondary School Report

- It can be found with the college application
- Include this form when you submit each transcript request
- Allow **20 school days** for processing application/transcript requests

Envelopes

- Address to the college (include the college name)
- Put your first and last name in the upper left hand corner, **write no return address**
- Include **One 9x12 manila envelope with 3 stamps for each application**
- One **business size envelope with one stamp** is needed for each midyear transcript you wish to have sent out
- Counseling Office has a bulletin board with examples

Fees Required

- All fees are paid at the school bank and you will be given a receipt to bring to the Counseling Office once you have paid
- Each transcript is \$3.00 (for request 1 through 5)
- After fifth transcript request price is \$5.00
- Transcripts for NCAA Clearinghouse are \$3.00
- Transcripts for Scholarships are **Free**
- Midyear and Final Transcripts are **Free**

Final Transcripts are not available until mid July. Colleges are aware of this.