

Student Responsibilities in the College Application Process:

- ★ **Teacher Recommendation Letters:** ask 1-2 teachers in person to write you a letter of recommendation. It is your responsibility to give them the appropriate paperwork to help them write their letter of recommendation (**Teacher Rec Questionnaire, Teacher Evaluation Form**). Don't forget to write them a thank you note for taking the time to write you a recommendation.
- ★ **Submit test scores to your colleges.** You are responsible for ordering test scores from the College Board (SAT & subject tests when applicable) and/or the ACT to be sent to each school. Send your scores at least 3 weeks before your college's published deadline.
- ★ **Request transcripts in Naviance** for each school to which you are applying.
- ★ **Transcript Release Form:** Review your transcript at the beginning of the year to verify that the information is correct (full legal name, date of birth, address, courses in progress, etc.) and turn in the **Transcript Release Form** signed by you and a parent. Your transcript will not be sent until College Guidance receives this form.
- ★ **Create an admissions status portal** for your colleges (where applicable) and check it regularly to make sure you have completed the necessary steps. This is how you will verify that your application is complete and how you will receive your admissions decision.
- ★ **Check your email regularly!** Colleges will contact you when you are missing a required part of your application. Your counselor will be contacting you via email throughout the year.
- ★ **Update your counselor** throughout the year about any changes to your college list, adding/dropping courses, admissions decisions, scholarship/honors received, etc.
- ★ **Sign final transcript paperwork** in May when you make your final college decision.

Counselor Responsibilities in the College Application Process

- ★ **Send transcript** to all schools the student has requested a transcript for.
- ★ **Send teacher letters of recommendation** as they come in. Student will be notified by our office when the letter has been sent out to the colleges.
- ★ **Write and send counselor letter of recommendation** for each student. Both the student questionnaire and parent appraisal must be completed and shared with the counselor before the letter can be written.
- ★ **Sign ED Agreement** for all students applying Early Decision. Student must notify counselor if he/she plans to apply ED to ensure all necessary documents are submitted.