

Senior Application Process

Below is a guideline to help each student through the college application process.

APPLICATION:

Applications should always be completed online. Keep a list of each college, your user name and password, and check your accounts regularly, including those on the college websites as well as CommonApp. **Pay close attention to the deadlines for the colleges to which you're applying. THIS IS YOUR RESPONSIBILITY.** Print completed application for your records.

TRANSCRIPT:

YOU MUST SUBMIT A COMPLETED TRANSCRIPT RELEASE FORM IN ORDER FOR YOUR TRANSCRIPT TO BE SENT WITH YOUR APPLICATION PACKET. **Transcripts and application packets will not be sent without a completed Transcript Release Form.** This form must be completed for every application that needs to be sent. Also, you must request that your NETC/RCC transcript be sent to the colleges as well. After graduation, you must send your NETC/RCC transcript to the college you will be attending in order to get credit for those classes.

RECOMMENDATIONS:

Ask two teachers to write letters of recommendation for you. Please ask the teachers that have agreed to write letters for their email addresses and let them know that they will need to submit them online when prompted. **ALWAYS WAIVE YOUR RIGHT TO VIEW ANY RECOMMENDATION.**

TEST SCORES:

When you take the SAT and/or the ACT, you must report our school code which is **410145**. Please print a copy of each score report and give to College Placement Counselor.

RESUME':

Using a resume' is helpful when completing your college application. It provides a list of all of your accomplishments during high school. Remember, only include grades/awards earned during high school and only recognitions for varsity sports.

SERVICE HOURS:

Always keep a running list/total of your service hours. You will need to include this information on your application. Community Service is important!

DO NOT wait until the last minute to submit applications. You must give at least 5 days to send your application packet. I would love to have all application requests submitted by the end of September. Please do your best to complete all applications by this deadline.

REMINDER: Provide College Placement Counselor with copies of correspondence from colleges regarding the status of applications and scholarships, including acceptances, declinations, and scholarship awards.