

THE COLLEGE APPLICATION PROCESS

WHO DOES WHAT?

THE STUDENT:

- Attends college/career conference with parent
- Completes college application and writes the essays
- Provides payment for transcript requests to the *Transcript Coordinator*
- Submits teacher evaluations to 3 teachers to complete; teachers will return forms to the *Transcript Coordinator*
- Submits transcript requests to the *Transcript Coordinator* at least 15 school days in advance of the due date
- Submits teacher recommendation request forms with addressed to the college/ postage affixed envelope to selected teachers except for University of Maryland, College Park
- Submits applications by the deadlines
- Checks Family Connection regularly for scholarship information and College/Career Center announcements
- Research and apply for scholarships early
- Complete FAFSA for financial aid eligibility at the beginning of January of senior year

THE PARENT

- Reminds student to complete college applications and write essays
- Reminds student to check on/and complete required forms
- Reminds students to submit transcript requests to the *Transcript Coordinator* at least 15 school days in advance of the due date
- Contacts **Counselor** to set up college/career conference before the end of the summer
- Assists student with payment for transcript requests
- Assists student with payment for college applications

THE TRANSCRIPT COORDINATOR

- Keeps track of application materials including brag sheets, recommendation letters, etc. in your folder.
- Submits your folder to *Counselor* for a recommendation and secondary school report (allow 15 school days for this letter to be written; in general, the letter and report are written once and sent to all the schools requiring it)
- Processes transcript requests and sends to colleges/universities with counselor recommendation letter and secondary reports
- Submits mid-year reports to colleges in February
- Collects stamped, addressed regular-sized envelopes for final transcripts to be mailed to your chosen school. These are due before graduation.

THE COUNSELOR

- Holds college/career conference with parents and student
- The first time a transcript is requested, reviews brag sheets, resume, teacher evaluations and uses this information to write a recommendation letter for the student and complete the secondary school report by the designated date.

THE TEACHER

- Completes the Teacher Evaluation as requested by the students, and returns it to the *Transcript Coordinator*. Writes and mails letters of recommendation as requested by the student