

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 **Registrar**
- Submits teacher evaluations to 3 teachers to complete; teachers will return forms to the **Registrar**
- Submits transcript requests to the **Registrar** at least 30 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 **Registrar** at least 30 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 REGISTRAR

- Receives Transcript Request forms
- Submits a copy of the Transcript Request form to **Counselor** for a recommendation
- Receives counselor recommendation and secondary report back from **Counselor**
- Processes transcript requests and sends to colleges/universities with counselor recommendation letter and secondary reports
- Submits mid-year reports to colleges in February

THE COUNSELOR

- Holds college/career conference with parents and student
- Reviews brag sheets, resume, teacher evaluations and uses this information to write a recommendation letter for the student
- Receives a copy of the transcript request from the **Registrar**
- Writes letter of recommendation after receiving request from **Registrar**, completes a secondary report, and returns completed information to the **Registrar**, by the designated date

THE TEACHER

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

