

ROCKVILLE HIGH SCHOOL

APPLICATION AND TRANSCRIPT PROCESS

Applications to colleges, scholarships, the military, many special programs, and some employers require an official transcript, which must be sent by the Registrar. However, it is the responsibility of the student to keep track of application deadlines and to submit transcript requests in a timely manner.

Remember! Personally hand all materials to the Registrar; do not leave materials on a desk!
The Registrar, Mrs. Roop, is available before and after school and during lunch to accept transcript requests.

1. Obtain and complete the admission and financial aid applications for the schools in which you are interested. Check in the College/Career Center for paper applications, online availability, and/or application request cards.
 2. Make a copy of each blank application when you receive it and use that copy as a rough draft. Print or type all applications legibly, as they will be scrutinized carefully by the college admissions office. Before mailing, be sure to photocopy each completed application for your file, or print out a copy of your online application.
 3. If you need letters of recommendation from teachers, make your request in ample time directly to the teachers themselves. Give each teacher a stamped, addressed envelope for each school, scholarship or program for which you are requesting a recommendation.
 4. The following forms are available in the Counseling Office, and **must** be completed before transcripts and counselor recommendations can be mailed:
 - transcript release card, signed by a parent or guardian
 - activities card or resume
 - teacher evaluation forms for counselor use only (give a form to three different teachers; at least two should be in academic subjects)
 - self-evaluation form
 - Secondary School Report/Counselor Recommendation Form.
 5. Give to the Registrar the completed transcript release card, activities card/resume, self-evaluation form, and an **envelope addressed to each college/program to which you wish to apply**. DO NOT put your own return address on the envelope. Print put your name beneath the flap of the envelope. Use either a business size envelope (2 stamps) or a legal size envelope (3 stamps).
 6. The transcript packet prepared by the Registrar includes:
 - all grades and courses taken for high school credit
 - cumulative weighted and unweighted GPA
 - SAT/ACT and/or other test scores if they have been sent to Rockville High School **(Note that many colleges, including the University of Maryland, require test scores to be sent directly from ETS.)**
 - school profile
 - Counselor letter of recommendation, if requested (3 completed Teacher Evaluation forms must be on file).
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| Transcript packet cost: Packets: | 1-3 | Free |
| | 4 or more | \$3.00 |
- Transcripts requested for scholarship applications cost \$1.00 each.
7. Allow **THREE WEEKS** for the processing of most materials, **FOUR WEEKS** for materials due by mid-January. The Registrar's deadlines will be posted and **MUST** be followed.
 8. If your college requires **mid-year grades**, give the Registrar a stamped, addressed envelope in **January**. There is no charge for the mid-year transcript.
 9. In **May or June**, give the Registrar a business size envelope with one stamp addressed to the college you will attend in the fall. Your final transcript is required by all colleges and will be sent when it becomes available in mid-July. There is no charge for the final transcript.