

APPLICATION PROCESS FOR SENIOR TRANSCRIPTS

1. Introduction of self and my position

Today I'm going to briefly talk to you about the process of sending your transcripts to your colleges or Universities of choice.

2. NACAC FORM:

First and most importantly I'm going to ask you carefully pull out the NACAC Form, National Assoc for College Admission Counseling. We are going to fill this form out together. Please do not write until I instruct you to do so, we need to go over some items on this form first.

- I am applying for: DO NOT FILL THIS OUT. I will do this when your apps are turned in.
- MCPS DOES NOT RANK (we send our school profile with the transcripts)
- WE ONLY USE THE NACAC FORM: they may have a different form in their application packet, we don't use it (colleges are just as happy w/ ours)

This form that you are about to fill out is the form that will be sent to the colleges or Universities that you choose. MAKE SURE IT IS VERY LEGIBLE. You're applying to this college/University and you want them to see you can print nicely and legibly.

THIS FORM MUST BE FILLED OUT AND TURNED IN DURING THIS SESSION

3. *Packet includes the following*

- Student Transcript Request form (Fill out the top part only, w/ parent signature and only the name and grad year, nothing else)
- NACAC form (which we already filled out and turned in)
- Evaluation for student recommendations (you'll need 3)
- Self Evaluation
- Activities form or Resume

4. *Envelopes needed*

- Legal Size Envelope or 9 1/2 X 12 Brown Envelope (w/ Clasp)
Ex: How to fill out the envelopes

5. *Transcript Packet Sent*

- Official Transcript for all grades/courses taken for high school credit
- Cumulative weighted and unweighted GPA
- SAT/ACT and/or other test scores if they have been sent to RMS (NOTE: many colleges including UNIV OF MD require test scores be sent directly from college board)
- School profile
- Counselor letter of recommendation, if requested (3 teacher rec's must be on file)
- I will not accept envelope from students unless I have
 - * NCAC FORM
 - * Transcript Release Card Signed by parent
 - * 3 Teacher rec's
 - * Self Eval/ Activities form or Resume

***Cost: 1-3 are free..... 3-8 are \$ 3.00 each 9 and + are \$ 5.00 each
Transcripts requested for scholarships apps cost \$1.00each***

6. **TIME LINE**

- *Allow 3 wks for the processing of materials*
- *4 wks must be allowed for materials due by mid-January*
- ***all Deadlines MUST BE FOLLOWED***
- ***DEADLINES ARE POSTED OUTSIDE THE OFFICE & ON THE REGISTRAR'S DOOR***

7. *Mid Year Grades*

- ***Mid year grades due*** (give a stamped and addressed envelope to registrar) there is no cost
- ***May or June final transcript*** (give a stamped and addressed envelope to registrar)