

**WOOTTON HIGH SCHOOL
COLLEGE APPLICATIONS PROCESS**

Student Responsibility

Obtain college applications

- Check on-line and/or
- Check in the Career Center and/or
- Contact college
- Submit applications directly to the college
- Request testing service send your SAT/ACT test scores directly to colleges.

Create college folder with the Wootton Counseling Department

- Complete and include **Release of Information** form
- Complete and include **Secondary School Report**
- Complete and include **Self** Evaluation form
- Request **Teacher Feedback** forms

Request transcript and counselor recommendation for each college from the registrar's office.

- Bring money for each transcript – first two transcripts are free. The next five are \$3 each
After that, all others are \$5 each.
- Provide deadline date for each college application (specify early decision)
- Bring addressed stamped envelope for each college application as follows:
 - self-adhesive
 - \$0.83 postage (bring extra stamps in case you need them)
 - no larger than 9" x 12"
- Follow-up with registrar

Obtain Teacher Recommendation

- Submit form to teachers who have agreed to write your recommendation
- Provide stamped, addressed envelope(s) directly to teacher
- Provide deadline date for each college
- Follow-up with each teacher

Counseling Department Responsibility

Counselor completes the Secondary School Report

Counselor writes the college recommendation

Registrar mails Wootton transcript, profile, and counselor recommendation
upon student request

College Application Time Line (See Wootton Deadline Dates—on back of this page)

**WOOTTON HIGH SCHOOL
TIMELINE FOR REQUESTING A TRANSCRIPT
AND COUNSELOR RECOMMENDATION**

May-June 2004

- Create College Folder with the Wootton Counseling Department

July-August 2004

- Write College Essays
- Obtain College Applications

College Deadline	Wootton Deadline
October 1, 2004	August 30, 2004
October 15, 2004	September 13, 2004
November 1, 2004	September 30, 2004
November 15, 2004	October 14, 2004
December 1, 2004	October 28, 2004
December 15, 2004	November 12, 2004
January 1, 2005	November 15, 2004-----A-G
	November 17, 2004-----H-O
	November 18, 2004-----P-Z
January 15, 2005	December 6, 2004
Feb. 1, 2005	December 20, 2004

The Registrar's Office is open daily for processing transcript requests as follows:

- ALL Lunch Periods
- 2:10 – 2:45 pm (work load permitting)
- September 7, 2004 – December 23, 2004 -- 6:45 -7:20 a.m.
- January – June 2005 -- 7:00 – 7:20 a.m.

KEEP FOR FUTURE USE (MAYBE—PER WILL)

A. Required Forms

- Release of Information
- Wootton Teacher Recommendation
- Secondary School Report
- Self Evaluation
- Blue Form
- College Application
- Envelopes (Self Addressed)
- Transcript/Counselor Recommendation Report
- Mid-year School Report