

## COLLEGE BOARD (CEEB) HIGH SCHOOL CODE – 210589

This code is used on ACT and SAT registration forms as well as on financial aid forms and college applications.

## SAT TEST CENTER CODE – 21298

- ❑ **Obtain college applications.** Most applications are available online. Some applications are on file in the College/Career Information Center.
- ❑ **SAT or ACT Registration.** If you have not yet taken the SAT/ACT, you need to get signed up for the earliest available date. Most colleges require either SAT or ACT scores as part of their application process. **It is highly recommended that you have your scores sent to colleges directly from College Board or ACT.** Please note that many colleges do not accept our SAT scores as official. Call the college admissions office to be sure before requesting scores from the registrar's office. Registration materials for all tests are available online or in the College/Career Information Center. If financial help is needed, see the College/Career Information Center staff for details. FEE WAIVERS are available for students who meet specified eligibility requirements. **BE SURE TO INCLUDE THE SCHOOL CODE ON ALL COLLEGE TESTING REGISTRATION FORMS. THE SCHOOL CODE FOR NORTHWEST HIGH SCHOOL IS 210-589.**
- ❑ **Be certain that you have either an ACT or SAT score on file in the registrar's office.** If test scores are available in the registrar's office, they could be used for scholarship applications.

### Student to do:

- ❑ Complete **Self-Evaluation Form** and give it to your counselor; make copies for your teachers.
- ❑ Complete the **Northwest Secondary School Report Form** and the **Transcript Request Card**; give them to the Registrar.
- ❑ Mail your part of the application directly to the college.
- ❑ Talk to your counselor about your letter of recommendation.
- ❑ Request recommendations from teachers, if needed
- ❑ Submit the materials to the registrar at least **THREE WEEKS** before the postmark due date.

### Submit to the Registrar:

(Before School –During Lunch or After School)

- ❑ **Transcript Request Card**, signed by parent
- ❑ Transcript fee, if needed
- ❑ **Northwest Secondary School Report Form.** (This form replaces any counselor form your college may provide.) Complete Section 1.
- ❑ **9 x 12 envelope** addressed to the college, with postage **(\$1.22) OR 3 STAMPS** but **NO RETURN ADDRESS.** Put your name only in the upper left corner

### Submit to Teachers:

- ❑ Student Self-Evaluation!
  - ❑ Recommendation form, if provided
  - ❑ Business envelope with one stamp addressed to the college.
- (Teacher recommendations should be mailed directly to the colleges by the teacher.)

### The Transcript Package:

Your **TRANSCRIPT PACKAGE** must be sent from Northwest High School directly to the college admissions office. It includes: 1) your official transcript, plus SAT scores, 2) NW Secondary School Report Form, 3) Counselor Letter of Recommendation, and 4) Northwest High School Profile.

\*Some colleges will only accept SAT scores sent by the College Board. Please be aware of what your colleges will accept as "Official".

## Registrar's Office Deadlines:

9 x 12 Envelope

<b>College Deadline</b>	<b>Envelope to Registrar by:</b>
November 1	October 5
December 1	November 1
January 1	Thanksgiving break
January 15	December 15
February 1	January 12
February 15	January 26
March 1	February 11

Your Name (NO Return Address)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Admissions Office Name of College/University Street Address City, State, Zip	

## Details:

- You need to know if your application is "**postmarked**" or a "**received by**" deadline.
- You must **pay transcript fees** at the time of the request. The first 3 transcripts are FREE.
- Do not put your return address on anything the school is mailing.** Since the envelope will contain official transcripts, they must have the schools' return address stamped on.
- Request **teacher recommendations** directly from your teacher. Give them addressed stamped business envelopes so they can mail the recommendations to your colleges. Give your teachers at least two weeks to meet the deadline.
- ON-LINE APPLICATIONS:** Provide the envelope for your transcript package to be sent. Students must MAIL DIRECTLY TO THE COLLEGE/UNIVERSITY the application fee, an essay (if required) and a signature page, if required.
- MID-YEAR TRANSCRIPT:** Submit a **business envelope with one stamp** for each college/university that requires a 1<sup>st</sup> semester transcript. (NO RETURN ADDRESS; no fee for this transcript)
- A FINAL TRANSCRIPT** must also be sent to the college/university that you finally decide to attend. It requires **another stamped business envelope to be turned in before graduation.** There is no charge for this transcript.
- NCAA CLEARINGHOUSE** also needs a transcript if you plan to play sports in college. No envelope is needed. After you have registered with NCAA on-line, please bring the Release Authorization 1 & 2 pages to the Registrar.
- Important Phone Numbers Reminder:**
  - Counseling Office (301) 601-4642
  - Registrar's Office: (301) 601-4623
  - College/Career Information Center: (301) 601-4635
- Transcript Fees:**
  - 1 – 3 FREE
  - 4+ \$3.00 per official transcript

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**New for Seniors!** The Self-Evaluation Form is now available on the web and in Family Connection. *A sample is included in this guide.* Make sure you are using the correct form! Visit the Counseling web page to print out the form or complete it online using Family Connection (using Family Connection follow the instructions and e-mail your counselor when your form is complete.