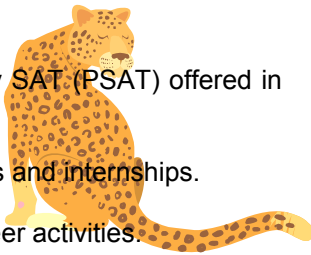


Applying to College in 6 Easy Steps at Northwest High School!

Counseling Office: (301) 601-4642 • Registrar's Office: (301) 601-4623 • College/Career Information Center: (301) 601-4635 • 2011-09-20

JAG Freshmen & Sophomores:

- Get to know your Counselor and develop a plan for high school courses and graduation requirements.
- Begin a high school resume of extracurricular activities.
- Visit the College/Career Information Center and take the Bridges.com Interest Profile to determine career choices that match your interests. *Sophomores may want to consider taking the ASVAB (Armed Services Vocational Aptitude Battery) to learn more about jobs that match interests and academic strengths.*
- Take the Preliminary SAT (PSAT) offered in October.
- Explore summer jobs and internships.
- Participate in volunteer activities.



JAG Juniors & Seniors:

- Continue to review your high school course selections and grades with your counselor. **Remember, the transcript that colleges typically see will be your course and grade history from freshman year to the end of your junior year.**
- Juniors** should be taking the PSAT in October for National Merit Scholarship Program consideration and consider taking the ACT or SAT college test in the spring if planning to attend a 4-year college.
- Seniors** should be preparing to take the ACT or SAT in October or November if planning to attend a 4-year college (depending on college application deadlines).

Senior Year and Applying to College:



The College Search with Family Connection

Designed and tailored to MCPS high school students. Get connected!

<https://connection.naviance.com/northwest>

Sign on as a guest for a Family Connection preview!

Visit the College/Career Information Center or see your counselor to obtain a personal registration code.

Family Connection highlights:

- Create a resume for college, scholarship and job applications.
- Check out major options and career choices with the "Do What You Are" personality quiz.
- Get a list of realistic college options tailored to **you**. **Family Connection lets you compare your GPA & test score data to the average acceptance data from your high school.**
- View college acceptance data from previous graduates.
- View the high school college visit schedule.
- Track your transcript requests.
- Receive email communications from the College/Career Information Center and your counseling staff.



College Testing & Prep

Register for the ACT and/or SAT using the following websites:

ACT Registration: www.actstudent.org

SAT Registration: www.collegeboard.com

College Testing Preparation is available using TRIUMPH. Visit the College/Career Information Center for access to TRIUMPH.



The College Application

Obtain applications. Most college applications will be available online. Many colleges prefer online applications. Some applications will be on file in the College/Career Information Center.

- Review the application requirements for each college to which you are applying.
- Put your applications in order by deadline.
- Begin your college essay if required. Review your essay with your English teacher.
- Make sure you have requested that your ACT and/or SAT scores be sent to the colleges to which you are applying.
- The following items may be part of your application packet.
 - Recommendation(s)
 - Official Transcript
 - Secondary School Report

CEEB High School Code: 210-589

Student Responsibility:



- Mail your college application (or submit online) directly to the college or university.

The Recommendation(s):

Recommendations may be written by counselors, teachers, or adults who have known you as a student. Many colleges will require at least a counselor recommendation.

Counselor Recommendations:

- Complete the **Self-Evaluation Form** available in the Counseling Office and on the school web site ***Counseling*** page.
- Make a copy of the form and submit the original to your counselor. Make an appointment to talk to your counselor about your recommendation.
- Complete the **Northwest Secondary School Report Form** available in the Counseling Office and on the school web site ***Counseling*** page following the deadlines below. Complete section 1.
- Submit the **Secondary School Report Form** to the Registrar's Office following the deadlines below.

Counselor Recommendation(s) & Transcript Request Deadlines:

Materials must be submitted at least **15 school days** before the postmark due date.

College Deadline	Registrar Deadline
November 1	October 6
December 1	November 7
January 1	December 2
January 15	December 15
February 1	January 6
February 15	January 25
March 1	February 8

*Dates subject to change senior year

Teacher Recommendations

Submit to your teacher TWO weeks prior to your deadline:

- Give a copy of your **Self-Evaluation Form** to your teacher.
- If the college to which you are applying has a Teacher Evaluation Form, give that form to your teacher.

- Give your teacher a **business envelope** with one stamp addressed to the college for each recommendation you are requesting. Include a note on the envelope with your name, the school to which you are applying and the college application deadline. **Teacher recommendations should be mailed directly to the colleges by the teacher.**

Submit to the Registrar's Office:

Materials must be submitted at least **15 school days** before the postmark due date.

- The Official Transcript Request:**

Transcript Request Cards are available in the Counseling Office and on the school website ***Counseling*** page. **The Transcript Request Card must be signed by a parent or guardian.**

- Transcript Fee**, if needed. See chart. Fees must be paid at the time of the request.

Transcript Fee Chart

1 – 3: FREE at no charge to student
Requests 4+: \$3.00 per official transcript
FINAL TRANSCRIPT: NO CHARGE

- A **9 x 12 envelope** with stamps. See example.

9 x 12 Envelope:

Student must submit the envelope with postage **(equivalent to 3 stamps) or 3 stamps BUT** no return address. The student's name only should appear in the upper left corner.

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

The Transcript Package:

The Transcript Package **must** be sent from Northwest High School directly to the college admissions office. The package includes:

- The Official Transcript & ACT or SAT scores* (if on file)
- NWHS Secondary School Report Form
- Counselor Letter of Recommendation
- NWHS School Profile

*Many colleges will only accept ACT or SAT scores directly from the testing institution. Please be aware of what your colleges will accept as "Official."

Additional Information for the College

Application Process

You need to know if your application has a "postmarked" or a "received by" deadline.

ONLINE APPLICATIONS: Provide the envelope for your transcript package to be sent. Students must MAIL DIRECTLY TO THE COLLEGE/UNIVERSITY the application fee, 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 1st semester transcript. (NO RETURN ADDRESS; no fee for this transcript)

A FINAL TRANSCRIPT must also be sent to the college/university that you decide to attend. It requires another stamped business envelope to be submitted before graduation.

NCAA CLEARINGHOUSE also needs a transcript if you plan to play sports in college. No envelope is needed. After you register with NCAA online, submit pages 1 and 2 of the NCAA Release Authorization to the Registrar's Office.