



SENIOR PACKET REVIEW CHECKLIST

Items you need to turn into the Registrar's Office:

Step One (You do these only once)

- "Permission to Release Information" form
- "Secondary School Report" form
- "College Self Evaluation" form (Brag Sheet)

Step Two (You repeat these steps as often as needed)

- "Transcript Request" form for each school you apply to
- An 8 ½ x 11 envelope stamped with a minimum of \$1.05 postage addressed to the college for each transcript being sent

Items You Need to Complete and Send on Your Own:

Step Three

- Application completed and submitted directly to the college either on-line or by mail
- SAT/SAT II/ACT scores sent to the college directly from ETS (QO does not send)
- Teacher Recommendations – request directly from your teachers. Provide them with a stamped envelope addressed to the college