

WHEATON HIGH SCHOOL

Counseling Office

COLLEGE APPLICATION PROCEDURES

TRANSCRIPT RELEASE FORM:

- Complete and have your parent/guardian sign the blue “**Authorization for Release of Student Records**” form. This form authorizes WHS to release your academic information to colleges/universities and/or scholarship competitions.
- Return the completed form to Mrs. Meneses, School Registrar, in the counseling office.

COMPLETE THE FOLLOWING FORMS, ONLINE, USING NAVIANCE:

- Awards, Accomplishments, Activities Log for College Bound Students
- Student Information Form

APPLY TO THE COLLEGE/UNIVERSITY:

- Submit your portion(s) of the college application directly to the schools, online or by mail.
- Have your SAT, ACT, and/or TOEFL scores sent directly from the appropriate testing services.

TO REQUEST A TRANSCRIPT:

- Fill out a yellow **Request for Transcript** form
(1 form is needed for each college or scholarship program to which you apply)
- Provide a **9X12 envelope**; addressed to the college admissions office or scholarship program, along with 3- first class stamps (or equivalent postage = \$1.32) affixed to the envelope. Envelopes & stamps are available for sale in the school store.
- Include the Secondary School Report or other forms for your counselor to complete.
- Submit all the above to Mrs. Meneses, School Registrar, in the counseling office.
- Pay your transcript fee (the first 3 are free; additional transcripts are \$4 each for colleges and transcripts for scholarships are **free** of charge)

TO REQUEST A COUNSELOR RECOMMENDATION:

- Schedule an appointment to meet with your counselor to discuss your college selections. Make sure you have completed all the required forms online prior to meeting with your counselor.

TO REQUEST A TEACHER RECOMMENDATION:

- Meet with your teacher to request that he/she write a recommendation for you.
- Include any forms required by the college for the teacher to complete.
- Provide a **business size envelope (approx. 4X9)**; addressed to the college admissions office or other recipient, along with 1- first class stamp (or equivalent postage = 44 cents) affixed to the envelope. Envelopes & stamps are available for sale in the school store.

Note: It may take up to three weeks to process transcripts, secondary school reports and/or recommendation requests. Students should plan accordingly.

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PHASE II

FOLLOW UP WITH EACH COLLEGE:

- Contact the admissions office of each college to make sure they have received all the required documents. (allow a few weeks processing time before calling; some schools will notify you or have online tracking)
- Contact any colleges that have not notified you of an admissions decision by the date indicated on the application.

APPLYING FOR FINANCIAL AID:

- Complete the FAFSA (Free Application for Federal Student Aid) as soon as possible after January 1st. You may estimate using 2008 tax returns for the initial filing and update your FAFSA as soon as your parents complete their 2009 taxes.
- KNOW the financial aid deadline for each college!
- KNOW the required financial aid forms for each college. ALL colleges require the FAFSA and some may require the CSS/Profile and/or their own institutional forms.
- Get help with the financial aid process in the college & career center. We are here to help you and your family!

TO REQUEST A MID-YEAR REPORT:

- Mid-Year Report Forms should be submitted to Mrs. Meneses, School Registrar by the end of the 1st semester. You will need to prepare a **business size envelope (approx. 4X9)**; addressed to the college admissions office, along with 1- **first class stamp** (or equivalent postage = 44 cents) affixed to the envelope. Envelopes & stamps are available for sale in the school store.

HOW TO HAVE YOUR FINAL TRANSCRIPT SENT:

- Before graduation, you will need to provide a **business size envelope (approx. 4X9)**; addressed to the college admissions office, along with 1- **first class stamp** (or equivalent postage = 44 cents) affixed to the envelope. Envelopes & stamps are available for sale in the school store. **Note:** Students planning to attend Montgomery College do not need to supply an envelope.

Note: It may take up to three weeks to process transcripts, secondary school reports and/or recommendation requests. Students should plan accordingly.