

# Rockville High School College Application Process

## JUNIOR YEAR

- Review the results of the PSAT and the Mock SAT/ACT from Junior year.
- Determine which official College Entrance Exam (ACT, SAT or Accuplacer) you need to take.
- Log onto Naviance and complete any unfinished Naviance tasks (check the “RHS Class of 2020” Google classroom).  
<https://student.naviance.com/rockville>
  - Make sure your profile is updated and complete.
  - Parents may also request their own username for student’s account by contacting the College & Career Coordinator.
- New Naviance Tasks:
  - Complete **Resume** (Click on *About Me* then *My Stuff*).
  - Complete **Brag Sheet** (Click on *My Planner* then *Tasks Assigned to Me*).
  - Complete **Colleges I’m Thinking About** found under the **Colleges** tab.
  - Research **Colleges and Scholarships**.
- Ask three teachers to complete a **Teacher Feedback Form**.

Rockville High School  
Teacher Side  
Teacher Feedback Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Teacher Name: \_\_\_\_\_ Subject: \_\_\_\_\_

This information is used by counselors to write a more informed and personalized recommendation. Teachers' comments are profoundly important to the process and much appreciated.

TO BE COMPLETED BY TEACHER:

1. What are three words or phrases you would use to describe the student?
2. How does this student distinguish him/herself from his/her peers?
3. Describe talents, personality, or other factors which would help create a profile of the student at school:
4. Any additional comments:
5. Please fill out the rating chart below:

	Average	Above Average	Excellent	No Basis for Judgment
Motivation				
Creative Qualities				
Self-Discipline				
Growth Potential				
Leadership				
Self-Confidence				
Warmth of Personality				
Sense of Humor				
Concern for Others				
Personal Initiative				
Reactions to Setbacks				

Teacher's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Please return this form to Ms. Arata, Counseling Secretary

Rockville High School  
Student Side  
Teacher Feedback Form

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Instructions

- Students need to fill out this side of the form, completely.
- Make a personal request with three teachers and include your resume AND this completed form.
- DO NOT put the form in the teacher's mailbox.
- Ask teachers to please return form to the counseling secretary when finished.

This form is used to provide counselors with informal impressions of students' work and attitude in class.

TO BE COMPLETED BY STUDENT:

1. Leadership qualities that I displayed in your class:
2. Special assignments completed:
3. Characteristics that I displayed in your class that distinguished me from my peers:
4. Any additional information I want my teacher to know:

Please return this form to Ms. Arata, Counseling Secretary

This is NOT a College Teacher Letter of Recommendation.

- Plan college visits in spring and summer.

## SUMMER 2019

- Continue to research colleges and scholarships.
- The Counseling Department will contact you to schedule an optional Summer College Planning Meeting.
- Set up college visits and appointments with College Admissions Counselors and College Financial Advisor.
- Start completing college applications as they become available.
  - Keep track of deadlines and required documents.

## SENIOR YEAR

- **Application Accounts:**

- Create **ONE** Common Application account (**Required by MCPS**).

- <http://www.commonapp.org/>

- If applicable, create a Coalition Application. Students **MUST** request transcripts and Letters of Recommendation via Naviance.

- <http://www.coalitionforcollegeaccess.org/>

- **Naviance:**

- Build your “**Colleges I’m Applying To.**”

- Identify teachers in Naviance who will be writing your Letters of Recommendation.

- Provide teacher(s) with:

- Resume and any other information you want the teacher to know about you.
- Forms required for each college (check school’s application). Along with your personal information, complete all parts of the form that you know, such as teacher’s name, position, name and address of your current school, etc.
- List of all the colleges you are applying to and their deadlines.
- Follow-up with a thank you note to the teacher(s).

- **Request Transcripts on Naviance** \*See Transcript Request Checklist\*

- First three transcripts are free. Additional transcripts cost \$3.00 each.
- Three teacher feedback forms (for counselors use only) **must** be on file before a Counselor Letter of Recommendation/Transcript request is processed. Forms are available in the counseling suite.
- Be mindful of the delivery method requirements and due date of transcript (Common App Electronic, Non-Common App Electronic, or US Mail). These delivery methods are found in your *Prospective College List* under “Delivery Type.”
- Remember to request your Mid-Year Grades in February and a final transcript in May.

- **SAT and/or ACT Reports:**

- Students must directly request scores from College Board or ACT to be mailed to colleges.

- **\*Rockville cannot submit your scores on your behalf\***

- <http://www.collegeboard.org>

- <http://www.act.org>

- **FAFSA:**

- Start applying for Financial Aid on or after **October 1<sup>st</sup>**.

- <http://www.FAFSA.gov>

- Plan to attend a RHS Financial Aid Workshop Night (check the school’s website).

- **Scholarships:**

- Continue to research and apply for scholarships.

- Add all scholarship information to Naviance.

- Request transcripts in Naviance.

- Visit the Career Center to explore opportunities.

- Report any awarded scholarships to the College and Career Coordinator.