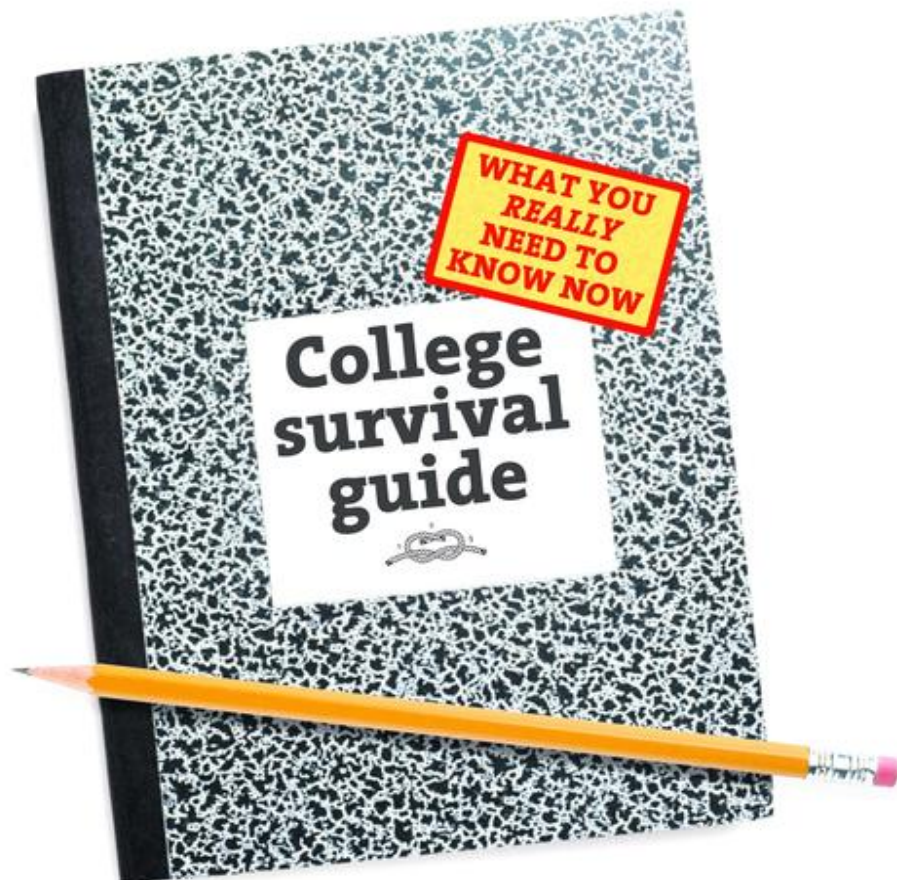


COLLEGE APPLICATION SURVIVAL GUIDE



John Hersey High School Application Tracker*

College Name	Login & Password	Reach, Target, or Safety School?	Common App? (Yes/No)	Application Deadline:	Essays Required?	4 weeks prior to deadline	3 weeks prior to deadline	3 weeks prior to deadline	3 weeks prior to deadline
						Required Tests? (ACT or ACT with writing, SAT, Subject tests?)	Counselor Letter Or Form Needed?	Teacher Rec Needed? Number?	Transcript or self-reported grades?
Example - Huskie Univ	jane.doe 612345	Target	Yes	Early Action 11/15	2 supplements	ACT with writing send 10/15	Yes. Request by 10/23	1 needed. Request by 10/23	Transcript. Send by 10/23

* Use this sheet to track the number of items required to complete each college application. Check off as you request the item sent.



College Application Checklist

Get Organized:

- List your colleges on the yellow organizer, noting all login usernames and passwords.
- On each college website, search the admissions tab for deadlines and required application materials such as transcripts, test scores, and counselor or teacher recommendations. These may also be listed within the application. Add these requirements to your organizer.
- Search the college website **Admissions** tab for the application. If the college accepts more than one type of application (i.e. the Common App, the Coalition App, the college's own application, etc.), decide which application you will use for each school. Start the online application.

Send Test Scores:

AT LEAST 4-6 WEEKS BEFORE THE DEADLINE:

- If you listed colleges when you registered to take the ACT or SAT, these scores have already been sent to your colleges.
- If you need to send test scores to your colleges go to:
 ACT: www.actstudent.org OR **SAT:** www.collegeboard.org
- Remember some colleges require SAT II Subject Tests for admission as well.

Request Transcripts:

AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Check that the transcript is accurate before making your first request.
- FOLLOW INSTRUCTIONS WITHIN THE APPLICATION for transcript requests. Common Application, Coalition Application and other applications ask you to invite your counselor to upload the transcript directly into the application by entering their email address.
- For all other applications, request transcripts through www.parchment.com

Request Letters of Recommendation, Forms or the School Report:

Not all colleges require letters of recommendation, forms or the School Report. If your application requires any of these, AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Complete the FERPA agreement, waiving your right to review the letter. Recommenders may refuse to write a letter of recommendation and colleges put little weight on a letter, unless you waive your right to review.
- For School Reports, Counselor Forms, or Counselor Letters of Recommendation:
 - Complete the **Counselor Rec Survey** on the About Me tab in Naviance first.
 - Follow the instructions within your application to list your counselor's email address. Your counselor will receive email instructions to upload materials into your application.
- For teacher letters of recommendation:
 - Ask your teacher in person and give your teacher a completed **Student Information for Teacher Request** form (available in CCC).
 - Follow the instructions within your application to list your teacher's email address. Your teacher will receive email instructions to upload their letter into your application.

☐ Complete applications with the following information:

- JHHS CEEB School Code: 140094
- Class Rank: None
- Class Size: 491
- Date of D214 HS Entry: 8/14/2014
- Graduation date: 5/27/2018
- GPA Scale: 4.0
- GPA Rank Weight: Weighted
- Date of State-administered SAT: 4/5/17
- Counselor Title: Counselor
- Counselor Fax Number: (847)-718-4992
- Class Credit: ½ credit for each semester course, except PE = ¼ credit for each semester

Mrs. Bialeschki:	robin.bialeschk@d214.org
Mrs. Bowen	stacey.bowen@d214.org
Mr. Galarza	david.galarza@d214.org
Mrs. Jahrling	maryann.jahrlin@d214.org
Mrs. Muck	brigitte.muck@d214.org
Mrs. Stachura	roxana.stachura@d214.org
Mrs. Waller	meaghan.waller@d214.org

☐ Check your application is complete:

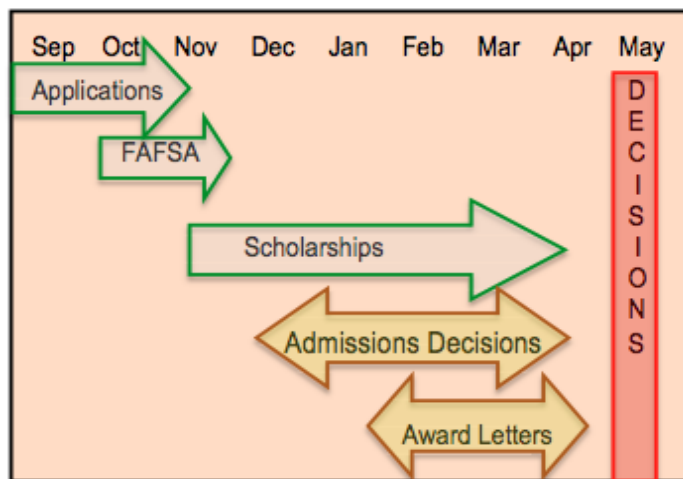
- Log into your Common Application, Coalition Application or college application account to check that your application is complete. Applications are complete only when ALL application materials (transcript, test scores, recommendations, etc.) have been received by the college.
- If you requested transcripts through Parchment, log into your account at www.parchment.com to verify that the transcript was received by the college.

Once College Applications are complete...

☐ Financial Aid & Scholarships

- Check the financial aid tab of each college website to see what financial aid forms are required. Some schools ask for the CSS Profile or their own school form in addition to the Free Application for Federal Student Aid (FAFSA). These may have early deadlines.
- Fill out the FAFSA, ideally between October 1st and November 15th at www.fafsa.ed.gov.
- Look for scholarships that match your talents and interests on:
 - College websites
 - In Naviance on the *Colleges* tab under *Scholarships and Money*
 - On the scrolling announcements
 - In the national scholarship search engines found on the JHHS College Resources page.

Timetable for Senior Year



FOR MORE INFORMATION ON:

- ✓ Building college lists
 - ✓ Completing applications
 - ✓ Financial Aid & Scholarships
- Check out the JHHS College Resources Webpage:

- Start on the JHHS homepage
- Click on Students
- Select College Resources

Revised 8/7/17

☐ Thank teachers and counselors who helped you with this process!



Ask your teacher if they want you to complete this form.

John Hersey High School Teacher Brag Sheet

Admissions representatives want to hear specific examples of your strengths as a learner. Completing this form will help your teachers prepare an effective letter of recommendation.

Be sure to:

- Complete one form for each teacher writing you a recommendation.
- Answer each question honestly and completely. If you need more space, use a separate piece paper
- Give your teacher **AT LEAST 3 WEEKS** to write this letter.

Student name: _____ ID #: _____

Teacher: _____ Course/Level: _____

1. Of all of your teachers, why did you select me to write your letter of recommendation?

2. Why did you enroll in this class?

3. How would you describe yourself as a learner in my class? Give examples?

