

COLLEGE APPLICATION PROCEDURES

Must be turned in with EVERY transcript request

Important Points:

- Students send your applications on your own (paper form or online).
- Student sections of all Counselor/School Report Forms (name, address, social security number, signature, date, etc.) must be totally complete before submission to the Counseling Office. If your form is turned in, incomplete, it will be pulled from the queue and re-dated after the forms have been completed by the student.
- **All requests must be recorded on Transcript Request Log and put directly into College Application Drop Box.**
- Requests submitted less than 10 school days before the due date cannot be guaranteed.
- Transcript requests are processed in the order that they are listed.

Checklist for a Transcript Request: Mark Yes or N/A

_____ I have provided a 9" x 12" addressed & stamped (4)envelope.

ALL THE REMAINING ITEMS (if applicable) MUST BE TURNED IN, INSIDE THE ENVELOPE

_____ I have provided one signed transcript release form.

_____ I have provided my resume to be sent with application.

_____ I have provided the School Report or Counselor Form.

_____ I am requesting a Counselor Recommendation Letter.

_____ I have attached my special circumstances description.

_____ I am requesting that my SAT, ACT, & AP scores be sent. Please note that we will send **ALL TEST SCORES ON FILE**. If you wish to pick & choose, you must send your scores directly from College Board or ACT.

_____ All requests must be recorded on Transcript Request Log and put directly into College Application Drop Box.

_____ Provide your teachers with an addressed/stamped envelope for letters of recommendation. The Counseling Office does not send Teacher Letters.

DEADLINES

~ All requests must be submitted at least **10 school days** prior to the due date.

~ Highly Recommend Penn State University applications & transcript requests by November 7th.

~ To have your transcripts sent by **Thanksgiving**, you must submit your requests by **November 7th**.

~ To have your transcripts sent by **Christmas Break**, you must submit your requests by **December 6th**.

NCAA Eligibility Center

__ Student/Athletes who will compete at the Division I or Division II programs must register : <https://web1.ncaa.org/eligibilitycenter>. See Mr. Sudol

__ If you have questions, please see Mr. Sudol.

IF YOU HAVE ANY QUESTIONS REGARDING THIS PROCESS, PLEASE CONTACT YOUR COUNSELOR

NAME: _____ COLLEGE: _____
REC'D: _____ DATE SENT: _____

DATE

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