

COLLEGE COUNSELING OFFICE POLICIES AND PROCEDURES

TRANSCRIPT RELEASE

Before a Transcript or any other records can be sent to a college on a student's behalf, a signed Transcript Request Form must be on file in the Registrar's Office. During the heavy college application months of September through January, the Registrar requires one week's notice for the release of a Transcript; at all other times, Transcripts can be obtained with one day's notice. Transcript Request Forms may be obtained in the College and Guidance office or outside the Registrar's Office, room 221. Three (3) Official Transcripts are provided at no cost; a \$3.00 fee is required for each additional copy.

FINAL TRANSCRIPT

All seniors must turn in the Awards and College Notification form by the due date (end of April). This form is the Final Transcript Request Form which will indicate one college to receive the Final Transcript.

COACHES/NCAA

Each student is provided a copy of her Unofficial Transcript at the end of September. Copies of the Unofficial Transcript are provided to coaches by the student-athlete.

Unofficial Transcripts are picked up in the College and Guidance Office. The Registrar sends Transcripts to admission offices only. An Official Transcript will be sent to the NCAA Clearinghouse when requested by the student. NCAA Clearinghouse requires a registered student to send in an Official Transcript in the spring of her junior year and then a final transcript after she graduates.

CLASS RANK

Notre Dame High School ranks its students, and colleges receive ranking information when requested.

COUNSELOR RECOMMENDATION FORM

Most private college applications require a Counselor Recommendation Form or Secondary School Report to be completed by the College Counselor. The College Counselor requires at least two weeks notice prior to the application due date for the forms to be processed. (More time is better!)

Students are to prepare a packet for the College Counselor which contain the Counselor Recommendation Form and the Midyear Report Form as well as stamped addressed envelopes for each college. All of this helps to expedite the completion of forms to be sent to the college(s) in a timely manner.

(Over)

FILING APPLICATION/DEADLINES

Students are responsible for observing application deadlines and must make arrangements with teachers for sending their letters of recommendation. A Teacher Recommendation Form and Request for Letters of Recommendation Form must be presented to the teacher at least two weeks prior to the deadline date to be mailed. This form can be obtained in the College and Guidance office. (Seniors will receive a copy of this form in the orientation program)

RECOMMENDATIONS

If specified policies and procedures have been followed, the College Counselor will send a confidential letter of recommendation on the student's behalf to each college to which she applies. Students must follow school guidelines for requesting and obtaining teacher recommendations. Please keep in mind the work that is involved in writing a letter of recommendation and careful selection of colleges that are a "good fit" and colleges that you would attend should be the selected.

TEST SCORES

Standardized test scores will accompany the Official Transcript unless otherwise specified on the Transcript Request Form. *These test scores are not "Official", "Official" test scores must be ordered through CollegeBoard for SAT scores and ACT.

COLLEGE REPRESENTATIVES VISITS

During the course of the academic year, the school hosts many college representatives so that students may make more informed decisions about colleges. Seniors may attend as many meetings as they desire during free periods but are urged to limit the number of in-class meetings. *In advance* of the scheduled meeting, it is the student's responsibility to obtain a Permission Form from the College and Guidance Office and to ask her teacher for permission to be excused from class. The completed form is then submitted to the College and Guidance Office. Students are accountable for all class work and assignments missed in any class from which they are excused. Permission Forms must be turned in *three days prior* to the college meeting to the College and Guidance Office Administrative Assistant, Mrs. Murtagh. Please check our web site for College Rep visits calendar!

COLLEGE VISITATION DAYS

A student will be excused for a college visit on school days, but Seniors must limit these absences to no more than two (2) days. In advance of the day of the absence, the student must obtain permission from the Assistant Principal for Student Affairs, and the Attendance Office will be notified upon approval. Students are responsible for any class work missed. Students may elect to visit colleges during *Intersession*. The College Visitation course must be selected when registering for *Intersession* classes.
(*Intersession* is offered every other year)

COLLEGE COUNSELING APPOINTMENTS

I will meet with each Senior starting in September for a 20-minute appointment regarding college choices. Parent appointments are made upon request. Please email: rmontgomery@ndhsb.org for appointment inquiry.