

KINNELON HIGH SCHOOL

GUIDANCE/COUNSELING DEPARTMENT

COLLEGE APPLICATION PROCEDURE

1. Records must be reviewed and updated before applications can be submitted and processed. Your Activity Report Form must be submitted to Mrs. Poland by September 17, 2004. A copy of the form will be included with each application. A copy of this form is available on our website.
2. Letters of recommendation are often quite helpful to the college admission office in reviewing your application. You should ask two teachers (from two different disciplines) to write you letters. Fill out the enclosed **Recommendation Request Forms** and give one to each teacher you will ask to write you a recommendation. Realizing the hectic schedule in the beginning of the year, please allow enough time for the teachers to write their letters and still allow you to meet the application deadlines.
3. Please complete the enclosed **Student Profile** and have your parents complete the **Parent Input Sheet**. Return them to your counselor no later than September 17, 2004. Both of these forms can be downloaded from our website.
4. Please have your parents sign the enclosed **Parent/Guardian Transcript Release Form**, include your social security number, and return it to the Guidance/Counseling Office. **No transcripts can be mailed without this form!**
5. College Applications:
 - A. Fill out the application completely. Please type if possible (neatness counts.) If you have any questions while filling out your application, see your counselor. For your first application, it might be a good idea to fill out a copy of the application, see your counselor for suggestions, and then complete the “real” application. Also, review your essay with your counselor **BEFORE** you bring in the completed application. Many essays need some revision before they are ready to mail.
 - B. Make an appointment to see your counselor. **DO NOT LEAVE YOUR APPLICATION IN YOUR COUNSELOR’S MAILBOX OR ON HIS/HER DESK.** Bring your application, application fee, essay and any other materials you wish to include with your application to your counselor. You and your counselor will review your application. We will include your transcript, letters of recommendation (teachers and counselor), and your Activity Report Form, and send out your application packet in its entirety. **Please allow at least two (2) weeks during the peak times in October, November and December, to process your applications. December 8th is the final deadline for applications to be processed before the winter break. IT IS TO YOUR ADVANTAGE TO APPLY EARLY.**
 - C. If you should decide to send your application on your own, or if you apply electronically, please make a copy of your application. **It is your responsibility to submit a yellow College Application Tracking Form in the Guidance/Counseling Office to have your transcript mailed to the college.**
 - D. It is your responsibility to have your SAT test scores sent to the colleges that require “official” scores sent from The College Board. You may do this by phone, mail or on the web (www.collegeboard.com).