Information regarding the College Application Process

Henry E. Lackey High School

In General

1. Maintain a challenging academic program in the senior year and maintain solid grades in those subjects.
2. Find out about the colleges to which you are applying - entrance requirements.

Completing the application

1. Read the whole application form and all of the instructions before starting to fill out the form.
2. Always use blue or black ink when completing applications and do so neatly.
3. File the application before the deadline and not on that date.
4. Know what is required in terms of support materials to the application so requests can be made well in advance of due dates (teacher recommendations, transcripts, etc.).
5. Request a high school transcript using the procedure we have developed – the “GPS to Success” packet.” You can pick up the packet in the Counseling Office. Return the request forms to the Counseling Office in a timely fashion – minimum of five school days.

Recommendations from teachers

1. Choose teachers who know you well and are enthusiastic when asked for a recommendation. Sometimes not the teacher where you have an ‘A,’ but where where you’ve shown progress is the better choice.
2. Approach the teacher at a convenient time, usually before school starts or at the end of the day, and allow the teacher sufficient time to do a nice job – minimum five school days. Make sure the teacher is aware of all deadlines.
3. Follow up with thank you notes, and also by letting the teacher know what the college have decided.

Activities

1. Create an academic resume. See your “GPS to Success,” Junior and Senior Handbook for a sample/template.
   a. Recognize that everything you do is important – from sports to babysitting. It all contributes to the overall picture about you.
   b. Realize that in general, depth of involvement is better than being involved in a large number of activities.
College Application Process
Henry E. Lackey High School

First Request

☐ Pick up a “GPS to Success” packet from the Counseling Office.
☐ Return all Forms in “GPS to Success” packet to Counseling Office along with transcript fees.
☐ Allow at least five school days to have information processed.
☐ Counselor will return to you:
  o Transcript (contains grades and ACT/SAT scores, if available)
  o Secondary School Report Form
  o Counselor recommendation
  o All Items will be returned to you in a large envelope.

☐ Students are responsible for mailing their own applications. We recommend going to the post office and having items weighed to ensure proper postage is attached. Also, you may want to consider sending information with a “Delivery Confirmation” request.

All other requests after the first

☐ Pick up transcript request form.
☐ Return transcript request to Counseling Office with any fees.
☐ Allow at least five school days to have information processed.
☐ Counselor will return to you:
  o Transcript (contains grades and ACT/SAT scores, if available)
  o Secondary School Report Form
  o Counselor recommendation
  o All Items will be returned to you in a large envelope.

☐ Students are responsible for mailing their own applications. We recommend going to the post office and having items weighed to ensure proper postage is attached. Also, you may want to consider sending information with a “Delivery Confirmation” request.
PARENT RESPONSE FORM

Student Name: __________________________ Counselor: ____________
(Please print)

1. What do you consider to be your child’s outstanding accomplishments during the past three or four years? Why did you select these as most important?

2. What do you consider to be his/her unique personality traits?

3. Are there any special interests/talents your student has that are not evident here at school?

4. Are there any unusual or personal circumstances that have affected your child’s experience or education?

5. Describe an incident which illustrates the quality in your child which gives you the most pride.

Parent/Guardian Name: ________________ Signature: ________________________
Date: ________________________________

Please return to Counseling Office. Thank you
Teacher Response Form

Student Name ___________________________ Date ______________

Part of the application process includes a letter of recommendation from the senior counselor. The letter will draw from information included on the Student Response Form, Parent Response Form, and this Teacher Response Form.

Please write at least two - three sentences about the above student. You can write about your experience with the student in your class, or any other information that will help support this students’ application to college or scholarship.

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________
STUDENT RESPONSE FORM
For College/Post-secondary Planning

Name __________________________ Date ____________

Directions: Answer all the questions on this self-evaluation carefully and thoroughly. Fill in all the space for each question. Your responses will be used to form the basis of the school counselor recommendation required by most colleges and post-secondary institutions. The more information you provide the counselor, the more personalized the letter of recommendation will be. You may either write your responses in BLACK or BLUE INK on this form OR type and attach the answers to this form. If you write in ink and need additional space, you may use the back of the form or attach additional sheets.

1) Before you complete this form, you should complete the “Student’s Four-Year Summary of Activities.” It will help you to organize pertinent information that is routinely requested on college/job applications.

2) What three characteristics or traits best define you?
   a) __________________________ Why: ______________________________

   b) __________________________ Why: ______________________________

   c) __________________________ Why: ______________________________

3) What are your future goals? What do you want to become? What area of further study most interests you and why?

4) Describe what you believe are your academic and personal strengths.

   ACADEMIC:

   PERSONAL:
5) Do you believe your transcript is an accurate reflection of your ability? Why or why not? What factors have influenced your school performance, either negatively or positively?

6) What have been two - three rewarding academic experiences for you at Lackey? Be specific and descriptive in telling why they were rewarding.

7) Describe what you believe may be academic and/or personal weaknesses, especially any instances where you have overcome those weaknesses.

8) Please indicate any factors (i.e., health, finances, disability, etc.), that might impact on your choice of or attendance at college.

9) What are some of the things that interest you the most? Do you have any passions or hobbies that engage you?

10) What honor(s) or award(s) have you received? What leadership roles or roles of responsibility have you held at school, in the community or at home that mean the most to you? Why are these important to you?

11) How have you completed your Student Service Learning hours? What community activities are a regular part of your life?

12) If you were writing this recommendation, what would you say about yourself?

13) Is there anything about you that doesn’t fit in any of the above categories that you would like to share that is meaningful or important to you? Please explain.
Payment, parent signature, student signature, and any attachments (such as the "GPS to Success" forms) are required at the time of ordering transcripts. Transcripts are available for pick-up only. Allow yourself time to mail them out ahead of deadlines.

- $2 per copy of each transcript. Five school days advance notice required.

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<th>Reason. (List name of: College, Scholarship, NCAA, etc.)</th>
<th>Date this form submitted</th>
<th>Date transcript needed</th>
<th>Per transcript fee:</th>
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Parent Signature ___________________________ Student Signature ___________________________

Student must return this form to the Counseling Office.

For Office Use Only:
Received by: ______________________ Amount Paid: ____________ Date: ______________________