

College Application Cheat Sheet

Class of 2026

Graduating Class Size	294
Class Rank Reporting	None (Understandably, you may be proud of your rank; however, we do not record it on the transcript, so your response on the application to this question must be consistent with our policy. We DO NOT rank.)
GPA Scale Reporting	100 Point Weighted Scale
Cumulative GPA	Utilize your cumulative GPA indicated on your transcript. Make sure you are reporting the GPA on the 100-point weighted scale. Do not report your GPA on the 4.0 scale.
GPA Weighting	If you take <i>any</i> course or courses that received additional points (Honors or AP), your GPA is automatically weighted.
AHHS School Code	390675

Guidance Google Classroom Code for Class of 2026:	2vz2pkv
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The College Application Process

1. Access the application on the college or university's website.

- Look up “First Year Student” and take note of their application requirements and deadlines. There will be information regarding Common Application, Coalition Application/Scoir, or if you access the college’s own application. Apply to your selected college/universities online.
- If you are applying “**Early Decision**” or “**Early Action**”, deadlines are usually in November. Check deadlines and be sure to provide at least 10 school days for processing. Also, be aware that “Early Decision” is binding, whereas “Early Action” is usually not. Contact your college to be sure in each case.
- If you are applying to **state-supported colleges**, (Ex. Penn State, Pitt, Temple, West Chester, Bloomsburg, etc.), it is recommended that you submit applications as early as possible, and no later than **November 1**. They are on a “rolling admissions” plan and will usually respond to you within two months. **We strongly recommend NOT using the Common Application for these schools.**
- Please be aware that some schools require completion of the **STARS (Self-Reported Transcript and Academic Record System)**. If the STARS is required, you will have to self-report all of the courses from your transcript on the STARS website. [STARS](#)

2. Complete ONE “TRANSCRIPT REQUEST FORM” (also referred to as the “blue form”) for each college to which you are applying (see attached form).

- This form is available on the website, or you may pick it up in the Guidance Office. Each form requires student and parent signatures. Determine the application deadlines and submit the **Transcript Request Form to the Guidance Secretary** at least **10 school days in advance** to provide time for processing. For every application you complete and submit, a Transcript Request Form must be completed and returned to the guidance secretary to be processed. Counselors will not submit any of your student information to colleges without this completed form.
- Don't forget to indicate on your form whether or not you wish to include or exclude your standardized scores (SAT/ACT/AP).
- **Not all schools will accept scores on your transcript. Some require scores to be sent directly from College Board. It is your responsibility to determine how your scores need to be submitted.**
- If using the Common Application, your transcript and counselor recommendation will be completed online via the Common Application website, **once you have submitted a Transcript Request Form and electronically invited your counselor via the Common Application.**

3. If schools require a teachers' letter of recommendation, ask selected teachers if they will write letters for you.

- Provide teachers with a copy of your transcript and/or resume if requested.
- Give them at least **two weeks** to complete the letters, and request teachers to return them to the guidance office secretary.
- Make sure to list the teachers on Line 7 of your Transcript Request Form.
- If using the Common Application, ask your teacher if they can submit their recommendation online. Enter their email address and they will get an invitation to complete your recommendation online. **Teachers are responsible for uploading their letters of recommendation to the Common Application.**
- **If a School Counselor's recommendation is required or you wish to request one, submit your resume and Senior Background Sheet to your counselor.**

*****REMEMBER TO APPLY TO YOUR COLLEGES FIRST THEN SUBMIT THE TRF TO GUIDANCE.*****

Complete the NCAA Athletic Eligibility Form online if you plan to participate in college athletics at a Division I or Division II school. Sign up at www.eligibilitycenter.org. Any questions please contact Mr. Enrico Mastroianni, Athletic Director, at mastroiannie@ahsd.org.

School Counselor Assignments

A-G Mrs. Donna McCreary

mccrearyd@ahsd.org

H-O Mrs. Sarah Pardue

pardues@ahsd.org

P-Z Mrs. Susan Corwin

corwins@ahsd.org

Intervention Counselor Mrs. Cindy Copley

copleyc@ahsd.org