

Dear Juniors and families,

As you prepare for your final year at Archbishop Hoban High School, please review the important reminders and action items below to stay on track with your college application process.

**Letters of Recommendation (Scoir Process):**

Speak with 2 teachers in person to request a letter (remember at least one should be core teacher, math, English, social studies or science) **THIS SHOULD BE DONE BEFORE YOU LEAVE FOR THE SUMMER.**

*Next, formally request your letter by doing the following steps:*

- Log in to Scoir and access your student profile
- Navigate to *Colleges & Applications* → *Manage Documents*
- Scroll to the *Recommendations* section
- Click *Request* and enter your teacher's name to submit and send an email. (ex. Dear Mrs. Smith, Thank you for writing a letter of recommendation for me. Please reach out if you need anything from me. Thank you, Student)
- Provide supporting materials (e.g., student information form or resume, if you have done the activities section in SCOIR you do not need to send anything extra)

**Additional Senior Year Tasks:**

- Watch for an email on July 6 regarding Common Application sessions and sign up
- Bring a charged iPad and a list of colleges to your session
- Football players:** you are already registered—do not sign up again
- Consider attending Essay Camp (more information will be shared by your English teachers)
- Register for the ACT and/or SAT through the official testing websites:  
<https://www.act.org/content/act/en-ohio.html>, <https://www.collegeboard.org/>
- Work on your personal statement over the summer - Your English teachers will be discussing this before you leave, and providing you with the Common App prompts.
- Register with the NCAA if you plan to play a sport in college
- Return in the fall with a finalized list of colleges so you are ready to apply

Staying organized and proactive will help ensure a smooth and successful college application process. Please reach out if you have any questions or need support along the way.

Sincerely,  
Heidi Maltempi and Kate Ribovich