

Completing College Applications



**Highland Park High School
Postsecondary Planning
Class of 2025**

Critical Deadlines and Application Information

Applications to the University of Illinois Urbana-Champaign - The University of Illinois Urbana-Champaign has an Early Action filing period of September 1- November 1. The early action deadline is November 1. All required items, including the self-reported academic record (SRAR) must be received by November 7. Meeting this deadline may give students the best chance for being admitted to their most selective programs. Students may also receive special attention for admission to honors programs and for merit awards. Students who apply under Early Action receive a decision on January 31, 2025.

The regular decision deadline is January 5. All required items must be received by January 11. Students who apply under Regular Decision will receive a decision on February 28, 2025.

A completed application includes the application fee (or fee waiver), essays and self-reported ACT/ SAT test scores, if you are submitting scores; UIUC is test optional. UIUC also requires a self-reported transcript, so no official transcript is required. **No recommendations are considered with the UIUC application.**

College Applications with an October, November or January Deadline

Requests for a counselor recommendation must be submitted no fewer than 15 school days before the deadline. Students must submit a [Student Questionnaire for Counselor Recommendation](#) and meet with their counselor prior to requesting a letter of recommendation.

Counselor recommendations for applications with October 15, 2024 deadlines (ED/EA or college designated Priority Decision) must be requested no later than September 22.

Counselor recommendations for applications with November 1, 2024, deadlines (ED/EA or college designated Priority Decision) must be requested no later than October 10.

Counselor recommendations for applications with November 15, 2024 deadlines (ED/EA or college designated Priority Decision) must be requested no later than October 21.

Counselor recommendations for applications with January 1, 2025, deadlines must be requested no later than November 29, as none are processed over winter break.

Counselor recommendations for applications with January 15, 2025, deadlines must be requested no later than December 8, as none are processed over winter break.

Early Decision/Restrictive or Single Choice Early Action:

For all students considering a restrictive application plan:

- a) Be sure to know the type and definition of the early plan under which you are applying.
- b) It is your responsibility to adhere to each school's policies regarding their early admission plan.

Financial Aid & Scholarship Information:

Scholarship information is available in MaiaLearning and through a number of scholarship search engines such as fastweb.com and cappex.com. Detailed information about the financial aid process can be found in the College Planning Handbook available online at the Postsecondary Counseling website. ** Please note that due to changes in the FAFSA, for this school year, FAFSA is supposed to be open for all students and families by December 1, 2024

which is 2 months later than the previous October 1st open date. There is a Financial Aid Meeting In English and Spanish for students and parents on Wednesday, September 11, 2024 at 6:30 pm. The meeting in English will be held virtually and the meeting in Spanish will be held in person in the HPHS Student Cafeteria. It is important to check individual college websites for information and deadlines. We will hold a FAFSA Completion Workshop in mid-January. Details about the FAFSA workshop will be available shortly.

If you are not planning to apply for financial aid:

Legislation signed in Aug 2019 requires graduating IL high school seniors to fill out the Free Application for Federal Student Aid (FAFSA) or the IL Alternative Aid Application. ** Please note that as of August 19, 2024 the 25-26 forms are not yet available at these links; please continue to check starting in October to then complete the 25-26 forms. We will also send out a communication via email when we have updated information and links to share with you.*

Students who do not fill out the FAFSA will be required to complete a waiver. These waivers will be available on the ISAC website as the FAFSA Non-Participation Form or Solicitud de FAFSA - No Participación; these forms are not available yet.

Follow-up Communication:

- A. Email Mr. Becker at rbecker@dist113.org whenever you receive any decision from a college.
- B. Once you have made a final decision on which college to attend, contact all other colleges who accepted you so they can plan accordingly. Also, notify Mr. Becker of your decision.
- C. With regular admissions, you have until **May 1** to send a college your tuition deposit. You may not deposit at more than one institution. Doing so may cause you to forfeit your acceptances. If a school requires a tuition deposit before May 1 and you have not applied under early decision, please notify a postsecondary counselor.
- D. Please note that some schools require a separate deposit to secure housing.

DISCLOSURE OF DISCIPLINARY HISTORY:

Township District 113 does not share student disciplinary history with colleges and universities. However, students are reminded of their obligation to self-disclose to an institution, when requested, any disciplinary violations as related to academic or behavioral misconduct, and/or any misdemeanor or felony convictions. Requirements regarding disclosure vary by institution and disclosure is required at time of application. Applicants are expected to immediately notify each institution to which they have applied should there be any changes to the information requested in the application, including disciplinary history.

SENIORITIS:

Senioritis is a condition that tends to hit high school seniors in particularly large numbers causing a decline in their grades and level of achievement. Often the thought is "I've already gotten into the school of my choice so now I can rest on my laurels and have fun." Many colleges defer admission decisions until the completion of seventh semester while others grant admission upon condition that the same level of achievement be maintained throughout the

senior year, and the final transcript must show that consistency. Victims of senioritis can suffer serious consequences. Do not undo your admissions opportunity.

Resources for information gathering and decision-making

Counselor:

It is important that you meet with your counselor to check on graduation eligibility, review course requirements and credits, and discuss post high school plans. Appointments are scheduled online via Calendly. You can access your counselor's Calendly account through Schoology or via the QR code posted on the front door to the counseling department at HPHS.

Postsecondary Counselors:

If you did not meet with a postsecondary counselor last spring and are in need of assistance: Please check Maia to see who is your assigned postsecondary counselor.

If you met with one of the postsecondary counselors last spring and are in need of further assistance: Please schedule an appointment with your assigned postsecondary counselor.

All appointments are scheduled online via Calendly. You can access the Calendly links for Postsecondary Counselors below or on the [Postsecondary Counseling website](#) under Contacts.

William Morison - [Make an appointment](#)

Jennifer Pendergast - [Make an appointment](#)

Holly Siegel - [Make an appointment](#)

The CRC Coordinator - Mr. Becker, our CRC Coordinator, is available to assist you with application completion, essay review, mock interviews, scholarship search, etc. Please schedule appointments with him through [his calendly link](#).

MaiaLearning - It is imperative that you have an active account with Maia. Sign in at MaiaLearning.com. Click on sign in with Google and use your District 113 email address and password.

College Representatives: Virtual visits with college representatives begin Tuesday, September 3. Visits will take place in the CRC (A221). Visit information with date, time and location is posted in Maia. You MUST sign up in Maia at least **one** day in advance to participate in a meeting with a college representative. Please remember that if you wish to attend a college visit in the CRC, **you must get permission, IN ADVANCE, from the teacher for any class or classes that you may miss.** An email to a teacher without receiving a response DOES NOT constitute permission. If you are unable to attend a visit due to class commitments, please feel free to contact the specific school's admissions representative directly; contact information can be found in Maia.

College Planning Handbook: [College Planning Handbook](#) is available online on the [Postsecondary Counseling website](#). This valuable resource provides pertinent information about the college process and should be a primary resource.

How do I?

1. Find out about the Common Application?

The Common Application is used by 1000+ colleges and universities. Students complete one application that can be submitted to up to 20 schools. Students set up a Common Application account at www.commonapp.org.

2. Find out information about the Coalition Application?

The Coalition Application is an additional application that is used by approximately 150 colleges and universities. Students set up an account at <http://www.coalitionforcollegeaccess.org/>. Many schools using the Coalition Application also use their own application or the Common Application. **Due to the ease of applying with the Common Application, as well the ease for teachers submitting recommendations and counselors submitting recommendations and transcripts, students are encouraged to apply with the Common Application whenever possible.**

3. Request a transcript?

Official transcripts are requested through Parchment at www.parchment.com. Refer to the Parchment instruction sheet under [“How to request a transcript”](#) for guidance. Please confirm that an official transcript is required before submitting your request through Parchment. Students do not need to request transcripts through Parchment for any schools to which they are applying via the Common Application and the Coalition Application. In addition, many schools including UIUC, require students to self-report courses and grades in lieu of sending an official transcript.

4. Complete a District 113 Waiver of Access?

Students requesting a letter of recommendation from a District 113 employee must complete a waiver of access that asks students if they waive or do not waive their right to access any letters of recommendation submitted on their behalf. Students are very strongly encouraged to waive their right to access. Not only will some individuals choose not to write a recommendation if the right to access is not waived, but many colleges will disregard a letter of recommendation if the right to access is not waived. No letters of recommendation will be submitted until this form is completed. This form is also available on the Postsecondary Counseling website under Information for Seniors.

[D113 Waiver of Access for Letters of Recommendation](#)

[D113 CARTAS DE RECOMENDACIÓN RENUNCIA DE ACCESO](#)

5. Request a counselor recommendation?

All students must meet with their counselor before a recommendation can be written. Prior to this meeting students must complete the [Student Questionnaire for Counselor Recommendation](#) so that its contents can be discussed during the meeting. There is also an optional [Parent Questionnaire](#). Both forms are accessible as a Google Form. A [Spanish version of the Parent Questionnaire](#) is also available. All recommendation forms can be accessed on the Postsecondary Counseling website under Information for Seniors>Application Process or on the Postsecondary Counseling website under Forms.

Recognizing the importance of the counselor recommendation, it is crucial that the counselor appointment be scheduled a minimum of 15 school days prior to the student's first application deadline. A recommendation will not be written without the completed Student Questionnaire and counselor meeting.

6. Process a Secondary School Report (SSR) form/counselor recommendation for schools on the Common Application?

Secondary School Report (SSR) forms for the Common Application are submitted online by your counselor. Students are required to complete a FERPA release authorization, similar to the District 113 Waiver of Access, which asks if they waive their right to access any letters of recommendation submitted on their behalf. Once the first letter of recommendation has been submitted through the Common Application students will be unable to change their waiver response. After the Common Application FERPA release authorization is completed, students will invite their school counselor (not postsecondary counselor) to be a recommender by inputting his/her name and email address. **It is important to confirm the recommender's email. If an incorrect email is used, the recommender will not receive the request.** Counselor email addresses can be found at the end of this document.

7. Process a Secondary School Report (SSR) form/counselor recommendation for schools not on the Common or Coalition Applications?

SSR/counselor recommendation requests for schools that are not on the Common or Coalition Applications are different for each school. For example, schools that use SENDedu will require the student to identify the counselor as a recommender on the electronic application, while other schools will require the student to email the counselor through the recommender link. Students should carefully follow the directions provided on the college or university website. We recommend that students apply through the Common Application whenever possible.

8. Send test scores to the colleges?

Test scores are not posted on transcripts. A growing number of colleges will allow students to self-report their test scores during the application process and even more are going test optional. **Students who need to submit official test scores must arrange to have ACT, and/or SAT scores sent directly from the testing company.** At peak times it can take 3-6 weeks for scores to be received by a college. It is advised that students request scores as early as possible, as many colleges do not accept rushed scores. Many colleges will not consider an application complete until an official score report is received. In addition, you may be required to send an official copy of your test score to the college you attend.

9. Request a teacher recommendation?

Teachers have different lengths of time required to write recommendations so it is important to talk with teachers early. Do not invite a teacher electronically through the Common or Coalition Application (or any other application portal) if you have not confirmed that they will write a letter on your behalf.

10. Get help?

Students are encouraged to contact any of the following people with questions: Counselor, Postsecondary Counselors, CRC Coordinator, and of course, College Representatives (where given permission, names and contact information are available in MAIA under each individual school).

In addition, students in need of application assistance are encouraged to attend a College Application Workshop on August 26 - 8:00 - 9:09 am; September 16 -8:00 - 9:09 am; October 9 - all lunch periods; and October 21 - 8:00 - 9:09 am. All workshops are held in the Counseling Resource Center (CRC) in A221.

Important “tidbits” for the Common Application 2024-2025

Application Information

- Highland Park High School CEEB Code = 142275
- Graduating Class Size = 467
- Class Rank Reporting = None
- Counselor’s Fax Number = 224/765-2700
- Counselor’s Job Title = Counselor
- Date of Entry = August 2021
- Graduation Date = May 2025
- GPA scale = 4.0 (provide your weighted GPA)
- GPA Weighting = Weighted
- Course Scheduling System = Semesters

Important additional information

- TRANSCRIPTS – You do not need to request a transcript through Parchment for any schools on the Common Application. Your counselor will upload the transcript with the Secondary School Report (SSR).
- SCHEDULE CHANGES - If you change your senior year schedule AFTER you have completed the section “Current Year Courses”, you must update your courses or contact the University if the application has already been submitted.
- CHANGES/CORRECTIONS TO THE COMMON APPLICATION - You have the ability to make an unlimited number of changes to the Common Application to both the application and the essays should you find errors or wish to change the application for different colleges (such as whether or not you are reporting test scores). However, the intent is for you to make your life easier and submit ONE main essay to all of the colleges. Remember, submitted applications cannot be altered (kind of like once you put it in the mailbox, you cannot get it back), so proof it closely before submitting.
- WAIVING YOUR RIGHT TO ACCESS - We strongly recommend that students waive their right to access any letters of recommendation. Once the first letter of recommendation (teacher or counselor) has been uploaded, you cannot change your decision to waive or not waive.
- COUNSELOR INFO - Make sure your counselor’s name and email address are spelled correctly. If the email is listed incorrectly, he/she will not get your request (the same applies to teachers).

Counselor Email Address/Phone Number

Mr. Pablo Alvarez	palvarez@dist113.org/224-765-2048
Ms. Nicole Ellis	nellis@dist113.org/224-765-2053
Mr. Nick Getzendanner	ngetzendanner@dist113.org/224-765-2065
Ms. Kate Kastner	kkastner@dist113.org/224-765-2052
Ms. Carly Shepard	cshepard@dist113.org/224-765-2051
Ms. Holly Siegel	hsiegel@dist113.org/224-765-2054
Ms. Teagan Tran	ttran@dist113.org/224-765-2049

- Disciplinary History – Although the Common Application does not inquire about disciplinary history, some schools may ask about this in their supplement. The high school will not share information about disciplinary violations, but if asked, colleges do expect students to self-disclose this information. Please talk with a counselor or postsecondary counselor if this situation applies to you.
- SIGNATURE – Please remember that when you sign the Common Application you attest that “all information submitted in the admission process is my own work, factually true and honestly presented.”
- GETTING HELP – Attend a College Application Workshop on August 26, September 16, and October 21 from 8:00 am - 9:09 am and October 9 during all lunch periods. All workshops will take place in the Counseling Resource Center (CRC) in Room A221.

In addition, Mr. Becker, the CRC Coordinator, is also available every day from 7:00 am - 2:45 pm to assist with application completion and essay review. Email him directly at rbecker@dist113.org or use this [link](#) to set up an appointment.

College Application Workshops!



- ✓ Need help with college applications?
- ✓ Want feedback on your essay?
- ✓ Want to work on college applications while hanging out with friends?

Attend a college application workshop!

August 26	8:00-9:09 am
September 16	8:00-9:09 am
October 9	All Lunch Periods
October 21	8:00-9:09 am

All workshops take place in the Counseling Resource Center (CRC) in Room A221

Questions? Contact the HPHS Postsecondary Team:

- Mr. Becker rbecker@dist113.org
- Dr. Morrison wmorrison@dist113.org
- Ms. Pendergast jpendergast@dist113.org
- Ms. Siegel hsiegel@dist113.org

**Highland Park High School
Postsecondary Counseling
College Search and Application Information
Username and Password Master List**

Website/College/ Organization	Web Address	Username	Password
MaiaLearning	https://www.maialearning.com		
ACT	www.actstudent.org		
SAT/College Board	www.collegeboard.org		
Common Application	www.commonapp.org		
Coalition Application	www.coalitionforaccess.org		
Parchment	www.parchment.com		
Free Application for Federal Student Aid (FAFSA)	www.fafsa.gov		
IL Alternative Aid Application	https://www.isac.org/Alternative-Application		
CSS Profile (required by some colleges in addition to the FAFSA)	http://student.collegeboard.org/css-financial-aid-profile		
Fast Web Scholarship Search	www.fastweb.com		
Cappex Scholarship Search	https://www.cappex.com/scholarships		
NCAA Eligibility Center	https://web3.ncaa.org/ecwr3/		

