

Student/Parent **Application Guidelines**

- I understand the college application process, am aware of college planning programs, and understand what classes or exams I need to graduate high school.

- I am aware that the Counseling Office requires **10 school days** to process a college application. I agree to fill out the college application form found on the school counseling webpage for every college to request that my college application be submitted with the materials that I need.

- I understand that I need to complete my resume and the student perspective sheet to have a recommendation written for me.

- I am aware that I need to send my ACT/SAT scores myself through the testing websites to the colleges that require them.

- In order to have a faculty member (other than counselor) write a recommendation letter for me, I need to ask them at least **10 school days** prior to my deadline to complete the task. I also understand I need to provide them with my resume/ student perspective sheet if requested.

- I understand that the College & Career Center requires **5 school days** to process a scholarship application. If I need a recommendation letter, application to be filled out or transcript, etc. I will notify and provide the needed materials to the Counseling Office within the requested time frame. **Please pay attention to due dates written on applications, not the dates that the scholarship has provided to ensure that they arrive at their location on time.**