

Horace Greeley High School College Process Timeline

SENIOR YEAR

August:

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[Request Letters of Recommendation from Teachers via Scoir](#)

[Request Letters of Recommendation from Non-Teachers in Common App](#)

[Complete the Senior Update Form](#)

September:

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[Sign off on Your Transcript](#)

[Request Your Transcript by Listing Colleges in Scoir under “Applying”](#)

[Attend the College Application Clinics](#)

[Attend meetings with the College Reps](#)

October:

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November:

[Decide if you want to submit your First Quarter Report Card to colleges](#)

December:

[Early Application Decision Notifications](#)

February:

First Semester Grades

March - April:

Regular Decision Notifications

May:

Deposit Deadline

The Common Application

The Common Application for rising seniors will officially open on **August 1st** at CommonApp.org. Students who choose to begin working on the application **before** this date should be aware that not all information will carry over when the new application cycle launches.

Summer is a great time for students to begin preparing their **Common Application**, including their [personal statement](#) and any **supplemental essays** required by specific colleges. The main essay prompts are already available, so students can start brainstorming and drafting now. Supplemental essay questions can be found in the “**My Colleges**” section of the Common App.

Important information specific to Greeley that you’ll need to complete your application can be found [here](#).

Recommenders & FERPA: Teachers and Counselors submit their recommendation letters through Scoir. However, students must enter their counselor and teacher names under Recommenders & FERPA in the Common App following the instructions below.

The Common App

Recommenders & FERPA

- Under My Colleges, click Recommenders and FERPA.
- “Invite” your Counselor and Teachers. Add their names only and click “Invite.”
- DO NOT add their email addresses.
- DO NOT provide any Common App forms to teachers or counselors.

Do NOT add teacher or counselor emails

Add the teacher's subject

Just add their names

My Colleges

- Recommenders and FERPA
- Review and submit application

Teachers

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 0

Invite Teacher

Invite Teacher

Email Address

Subject *

Prefix

First Name *

Last Name *

Would you like this teacher to complete an evaluation for your Clemson University application? *

☐ Yes

The Common App

Recommenders & FERPA

- Click into Recommenders & FERPA for each college on your list.
- Students must then “Assign” the required number of teachers that each school requires.

Teachers

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must invite a teacher with the Invite Teacher button before you can assign them to this college.

Required: 2 Optional: 2

- Choose a recommender -

Assign

Invite Teacher



EDUCATION

Date of Entry: September, 2023

Counselor's Job Title: School Counselor

Counselor's Phone: 914-238-7201, x20132

CEEB Code: 331315

Graduation Date: June, 2027

GRADES

Class Rank Reporting: None

Graduating Class Size: 237

GPA Scale: 4

GPA Weighting: If you have taken an AP or IB course at Greeley through junior year, your GPA is weighted. If you have not taken an AP course at Greeley or are taking one for the first time as a senior, your GPA is unweighted.

Requesting Letters of Recommendation from Teachers in Scoir

Students must request teacher recommendations through Scoir. Please note that it is not possible to select which colleges receive which teacher recommendations—once requested, all teacher letters will be sent to every college listed in the “Applying” column.

For step-by-step guidance on how to request teacher recommendations in Scoir, [click here](#).

Outside Recommenders—such as coaches, employers, or club advisors—must submit their letters through the **Common Application**. Please follow the instructions below to ensure these recommendations are submitted correctly.

Requesting Outside Recommenders via the Common Application

Reminder: Students must request their teacher recommendations through Scoir. These instructions are for requesting non-teacher letters such as coaches, employers, advisors.

All other **non-teacher recommendations** for Common Application colleges can be requested via the Common Application under “MY COLLEGES,” then “RECOMMENDERS AND FERPA” and finally “INVITE RECOMMENDERS.” Once you click here, you will be asked to add your recommender’s contact information.

Once this step is completed, students must “ASSIGN” the recommenders to each school they want their letter sent to, by following these steps:

Click into “MY COLLEGES” and then click on the college that you want the recommender letter sent to. Click on “RECOMMENDERS & FERPA” and scroll down the page until you see “OTHER RECOMMENDER.” Choose your person from the drop down menu and click “ASSIGN.”

The Senior Update Form

Seniors should begin working on their [Senior Update Form](#) to provide their counselor with the most up-to-date information about their academic progress, extracurricular involvement, and any new accomplishments since completing the Junior Questionnaire.

This is also a valuable opportunity for both **students and parents** to share any additional insights or details they would like the counselor to consider when writing the Letter of Description. If a parent / guardian has not already done so, they can complete a parent statement [here](#).

The completed form may be submitted to your counselor at any time, but it is due no later than September 25th.

September: The Senior Night Meeting

On Thursday, September 10th at 7:00 PM, the Counseling Department will host a Zoom meeting for seniors and their parents /guardians to walk through the college application submission process step by step.

All information covered during the session will also be available on the Counseling website under 12th Grade Resources, for those who are unable to attend or would like to review the material afterward.

[Sign The Transcript](#)

At the start of the school year, hard copies of transcripts will be distributed to all seniors for review. Students are asked to carefully check their transcript for accuracy. Once reviewed, they must sign anywhere on the transcript to confirm that it is correct, and ready to be sent to colleges.

Signed transcripts must be returned to the Counseling Department by Friday, September 25th. *Please note: transcripts will not be sent to colleges until the signed copy is received.*

[Listing your colleges in Scoir under “Applying” \(Requesting your transcript\)](#)

First, students must sign their FERPA release before the Counseling Department may send their materials to colleges. For help with signing the FERPA form, please click [here](#).

When students move a college into the “**Applying**” column in Scoir, they are requesting that the Counseling Department send their transcript and counselor recommendation to that institution. Any teacher letters of recommendation that have been requested will automatically be sent to all colleges listed in the student's “**Applying**” column.

The Counseling Department will begin sending transcripts and counselor materials to colleges on **October 2nd**, after the schedule add/drop period has concluded.

For instructions on moving colleges into the “**Applying**” column in Scoir, please click [here](#). As students add each college, they will be prompted to indicate their **application method** (Common App, Coalition, institutional application, etc.) and **application type** (Early Action, Early Decision, Regular Decision, etc.). Students applying through the Common App should also enter their **Common App ID** when completing this step.

After submitting an application to a college, students must move that college into the “**Applied**” column in Scoir. This serves as the official notification to their counselor that the application has been submitted.

For **Early Action** and **Early Decision** deadlines—typically November 1 or November 15—students must request their transcript and counselor materials by moving the college into the “**Applying**” column **at least 15 school days before** the college's application deadline.

Please note: The Counseling Department cannot send transcripts or counselor materials before **October 2nd**, as submissions begin only after the schedule add/drop period has ended.

[College Application Clinics](#)

Counselors will be hosting College Application Clinics for seniors during every Enhancement Period in September, October and early November from 7:45-8:45am in the counseling office.

All students are encouraged to stop by and ask the counselors questions or work on their applications with the counselors during this time.

Attending College Meetings w/ College Reps

Each year, more than 200 colleges and universities visit Greeley to meet with our students. In many cases, the representatives leading these sessions are the very individuals who will be reviewing student applications—making these meetings a valuable opportunity to learn more and make a strong impression.

Students can view the schedule of upcoming college visits by logging into **Scoir**, clicking the three lines in the upper right corner, and selecting **"Events & Deadlines."**

No advance registration is required for these visits. However, students must notify their teachers ahead of time if they will miss class. Please note: students may not miss tests or labs to attend college meetings.

Financial Aid

The Counseling Department will host a Financial Aid evening meeting on Wednesday, October 14th at 7pm to help walk families through this process. The Zoom link will be sent out prior to the event. Mr. Nicholas Salinas, Director of Financial Aid at Sarah Lawrence College will be our keynote speaker.

[The FAFSA \(Free Application For Student Financial Aid\) form](#) opens on October 1st. Families who plan on applying for financial aid should begin completing this form at this time. While the completed [FAFSA](#) is not due until June, it is to a family's advantage to do it much sooner.

[The Horace Greeley Scholarship Fund](#) is an incredible resource in our community whose mission is to help Greeley students afford the cost of college. The Horace Greeley Scholarship Fund (HGSF) exists to make up "the difference" between the actual costs of college and all other financial resources available to students and their families (i.e. loans, scholarships, work-study, student savings, and parent contributions). Applications open in October for Seniors and can be found on the HGSF website.

Additional information about scholarships can be found on [Fastweb.com](#)

First Quarter Report Cards

First quarter report cards will be available in early November. These grades can provide colleges with a valuable update on your academic performance during senior year.

Please note: **we do not automatically send first quarter report cards to colleges.** If you would

like them sent, you must complete a request form. We will send out an email with detailed instructions on how to make this request at the appropriate time.

Many Early Decision colleges require first quarter grades as part of the application review process. It is the student's responsibility to verify whether their colleges require these grades.

Early Application Notifications

Starting in mid-December, colleges will begin releasing decisions for early applications. It is very important that students notify their counselors of any decisions they receive, as colleges do not communicate these results directly to us.

If a student is accepted under an Early Decision agreement, they are required to withdraw all other college applications.

In preparation for Regular Decision deadlines, students must have all of their colleges listed under the "Applying" section in Scoir by December 4th. This deadline is crucial—our office will be closed during the holiday break, and no additional transcripts can be sent after that point for January 1st or January 15th deadlines.

Mid-Year Grades

First semester grades are completed by early February. These grades are sent automatically to all colleges. There is no additional form that a student needs to complete to request their first semester grades be sent to colleges.

Regular Decision Notifications

By late March through early April, colleges will release decisions for Regular Decision applications. It is essential that students share these outcomes with their counselors.

Students must update **all college application results in Scoir**, as this information is required for final transcripts to be sent to the college they will attend.

Need help updating your outcomes in Scoir? [Click here for step-by-step instructions](#).

Deposit Deadline

May 1st is the national deadline for students to submit an enrollment deposit to the college they plan to attend. Even if a student is considering waitlist options, they must still deposit at one college where they have been accepted by this date.

If a student is interested in pursuing a waitlist offer, they should contact their counselor to discuss next steps.

In addition, seniors must ensure that **all application outcomes** (accepted, deferred, or denied) are accurately updated in **Scoir**. This step is required in order for final transcripts to be sent to the college they will attend.