

## Northampton High School Guidance Department College Application Procedures

The college application process can be somewhat stressful for students and their families, and represents the busiest period of the year for the Guidance Office, as we process somewhere in the neighborhood of 800 to 1,000 requests for supporting materials (transcripts, etc.) to colleges. In order to make the process go as smoothly as possible, parents and students should understand the procedures involved.

### How it all works:

- Students meet with their counselors (usually early fall of senior year).
- Students receive and subsequently return the **College Application Release Permission and Checklist** form, listing the colleges to which they plan to apply.
- Counselors write a recommendation for the students whose schools require this (most do).
- Ms. Kurose, Guidance Dept. Registrar, prepares the student's transcript of grades and mails, to each college on the student's list, the **transcript, counselor letter of recommendation, school profile, and School Report form** (see below).
- If the student's schools require **teacher letters of recommendation**, he or she should request these from teachers well in advance of any deadlines, providing stamped, addressed envelopes so that the teachers can mail their letters directly to schools.

### Deadlines:

Students **must** inform their counselors of their application plans at least **2 weeks** before any deadlines. Counselors will ask students to sign off on the Release and Checklist form mentioned above; this form tells us where and when to mail application materials, and is the definitive source of this information. Telephone calls or hand-written notes will not be considered adequate notice of application plans. **If students give the office less than two weeks notice of deadlines, we will not guarantee that we can meet the deadline.**

### School Report Forms:

Many colleges have a form for the guidance counselor to fill out, and to which we will attach the counselor's letter of recommendation. If the college accepts the Common Application, there is a School Report form that is part of the Common App package. These forms can be downloaded from the schools' websites, or, in the case of the Common App, from [www.commonapp.org](http://www.commonapp.org).

### Test Scores:

**Students are responsible for having their SAT or ACT test score reports sent to their schools from the College Board or from ACT.** The Guidance Office will not routinely include these with other materials. If students feel that extenuating circumstances exist regarding the cost of having official score reports sent, they may speak to their counselors.

### Envelopes:

These are not required, but they are very helpful. They should be addressed to the student's colleges with the return address area left blank for the school's return address stamp. Adding postage is not necessary, but if you would like to donate stamps, they are most helpful to us if you give them separately (not affixed to the envelopes). This is because we have to weigh all mail, and application packets usually cost between 63 and 87 cents.