

COLLEGE APPLICATIONS: FREQUENTLY ASKED QUESTIONS

Welcome to the season of college applications! This can be an exciting, yet frustrating time, but please remember that God has a plan for you, so do not panic! We know that you have questions, so here are some answers.

You will need this information many times during your senior year:

CEEB code: **480102**

School Address: 16300 112th Avenue NE. Bothell WA 98011

School Phone: 425-488-9778 (Mrs. Bettinger's extension – 1635)

School Fax: 425-483-5765

What should I be doing this fall?

Hopefully you have thought about some colleges that you would like to apply to. Remember that right now you are not deciding where you are going next year! The first deadline that asks you decide where you are going is May 1. Rather, you just need to decide where you would like to apply! Although some deadlines might be as early as November 1, other deadlines will extend into December, January, and even into February.

So if you haven't done anything yet, make a list of schools, go on their website, note their deadlines and print off their applications and that will set you off in the right direction!

What do I do about my test scores?

If you have taken the SAT or ACT and feel ready to submit your scores to the college then you will have to contact those organizations and request to have them sent directly to the college.

If you haven't taken either the SAT or ACT, or if you are thinking about taking them again to improve your score, you still have time. Tests are offered in October, November, December and January and you can still submit those scores to the colleges that you are applying to.

What else do I have to do besides submit my application to the college?

First of all, read the application's directions carefully. They understand that you haven't done this before so they are very good about spelling out the steps that you need to take. Do not skim...read the fine print. The answers are there!

Colleges may also require your test scores, your transcript, and teacher/counselor recommendations. But not all colleges require all of these, so follow their directions carefully.

How do I get my transcript sent?

There are two answers. If you are using the Common Application please follow the instructions on the next page. For all other applications that need an Official Transcript you will need to submit a Transcript Request Form to the CPCS Finance office. Forms are available on the website and also in the HS office. You will need to include an addressed and stamped envelope with your form. If you need an unofficial transcript, you can print one off of your InfoNow account. This also has your cumulative GPA and class rank.

How do I get recommendations from the teacher and to the college?

Again, if you are using the Common Application please follow these instructions. For other applications, please read their directions carefully to see who they want a recommendation from and how they want it sent. Please ask the teacher if they are willing to write you a recommendation and give them at least two weeks' notice. We suggest that you organize the following in pocket folder labeled with your name: any forms provided by the college, deadlines, instructions, stamped envelopes, a copy of your transcript and any other information that the teacher might find helpful in writing your recommendation. Ask them in advance what they would like from you.

If you need any kind of recommendation from me (this includes the Secondary School Report required by the Common App) you are required to submit your Senior Information Form to me with your request. I recommend that make copies of your form and include a copy in your folder when you request any teacher recommendation.

What do I need to know about using the Common Application?

We recommend that you submit your application on-line. Schools prefer this.

The Common Application requires a Secondary School Report to be submitted by the guidance counselor. I will be submitting your forms on-line, so you will need to fill out my information on the application. When you do this, I receive an email notification.

The Common Application also requires a Mid-Year Report. You would submit this to any colleges that you are still interested in after first semester ends. The transcripts are usually updated by mid-February and you can submit this on-line.

The Common Application requires that the transcript and school profile is sent with the Secondary School Report. You do not have to fill out a Transcript Request Form if you are submitting the Common Application on-line. When I fill out the Secondary School Report, I will attach your transcript. However, if you are submitting paper copies of the Common Application, you would need to submit a Transcript Request Form.

What is the FERPA?

Federal Education Rights and Privacy Act

Your teacher recommendation forms and Secondary School Report have a place for you to sign this and waive your right to access the forms. We encourage you to check YES, that you waive your right to access. This shows the college that your recommenders were able to be honest in their evaluation of you. Also understand that we will always give you the best recommendation that we possibly can.

What if my teacher does *not* want to submit the forms on-line?

You can submit your application online even if the teachers elect to complete hard copy forms. However, if they are electing to submit hard copy forms, you must identify and list them within the required fields on the application prior to being able to submit. You will still be able to submit your application even if your teachers or counselors haven't completed their forms but their names must be listed within the application. If all of the required names are not listed, you will not be able to submit an application to any school.

If the teacher/counselor elects to opt out of the online forms, they may do so by clicking the link within their first notification email.

How does my counselor and teacher(s) submit the school forms?

The teacher and counselor recommendation process is to be completed either all online or all offline. The college admissions offices do not want to receive the forms online and then receive paper evaluations and transcripts on paper.

What if I want to submit my application before all the school forms or recommendations have been submitted?

You are allowed to submit your online application before all your teachers or guidance counselors submit their school forms whether they choose to do so online or on paper. The Common App system allows school forms to be submitted even after the application has been submitted.

Before you submit your application, please follow up with your teachers and counselors to ensure they will be able to complete and submit a school form or recommendation prior to the school's stated application deadline. You will not be able to make changes to the teacher/counselor list after you submit your application with the exception of resending the notification to your teacher or counselor.

Also, if you have questions about your application, please call or email the school directly. Do not have your mom or dad do it – you need to do it. The exception to this would be if your family has questions about the financial aid process – parents can ask these questions directly of the financial aid office.

All of my forms are submitted – now what?

It is time to *wait*, and how long depends on the college you applied to and when you submitted your application. You should find out if you are admitted, denied or deferred by mail, email or phone call – depending on the college. Most decisions are received by April 1.

You should receive a Financial Aid Award Letter from a college in March or April. This form should tell you exactly how much the college will cost the first year for you and your family.