

## Science Park High School – Guidance Department

Welcome to your senior year! It is going to be an exciting as well as a challenging year as you embark on your journey towards college. In order to make the college/scholarship process a little smoother, we have set up the following guideline. Please adhere to this process, which will allow us to comfortably meet all the deadlines.

- **Each student must meet with the counselor in order to set up a senior folder.** This folder should contain all the pertinent information regarding colleges as well as scholarships (i.e.: Personal statement, letters of recommendation, income tax forms, etc.)
- **Request for letter of recommendation form:** should be given to the counselor as well as 2-3 teachers ASAP.
- **College Essay/Personal Statement:** Submit a copy (at least a rough draft) to the guidance office ASAP. You should give it to your English teacher for any recommendations for improvement.
- **SATs:** Register for the October and/or November SATs. You are responsible for sending your scores officially to the colleges doing so online at [www.collegeboard.com](http://www.collegeboard.com). Follow the same guidelines for ACT by going to [www.act.org](http://www.act.org).
- **Official Transcript Request Form:** Must be submitted to the guidance office for each college that you submitted an application. You can put more than one college on the form. Please allow 5 days to process the transcript request.
- **College Application:** Many colleges now prefer online application so check college websites. If you apply online you need to download and print out the counselor recommendation page. Your counselor needs to sign this page and send it in with your transcript. Please note, some schools do not have a recommendation page. You can also use the **common application** ([www.commonapp.org](http://www.commonapp.org)). Completed college packages will be sent out through the SHS guidance office, **official documents has to be sent via the school.**
- All materials for the college package must be submitted to the guidance office at least 1 month before the deadline.
- **NAVIANCE (MANDATORY): ALL information must be updated regularly. All correspondence must be done through NAVIANCE!!**

**!!MOST IMPORTANTLY ...MEET DEADLINES ...DEADLINES..!!!**