

The College Application process (Online Application):

1. Fill out the student portion of the On-Line application
2. Print out any forms (secondary school reports, counselor recommendation forms) that the college needs your school counselor to complete
3. Fill out a *College/Scholarship Application Checklist/Request to Send Transcript* for each college application. You can find the form online or in the Counseling Office lobby.
www.edline.net/pages/Henderson_High_School/_zdesign/menubar/FOR_PARENTS/Counseling_Department/_Documents/
4. Bring the completed *College/Scholarship Application Checklist/Request to Send Transcript*, any forms that the school counselor needs to complete, \$2.00 to cover postage, envelopes and any other forms you are sending to the college, i.e. recommendation letters from people outside the school district, essays, resume's, audition CD's or DVD's.
5. The counseling department will then have your transcript and any additional forms mailed within **15 school days from the date you turned it in**. Please remember, we need **15 school days** to process requests to send transcripts.

The College Application process (Common Application):

1. Fill out the student portion of the On-Line application
2. Fill in the complete name of your counselor and recommenders (teachers) with correct spelling. Make sure to include their email address and phone number if applicable.
3. Fill out a *College/Scholarship Application Checklist/Request to Send Transcript* (Also available in the Counseling Department) for each college you are applying to. Even though common app sends an email to your counselor asking for them to complete his/her part of the application, **YOU MUST STILL SUBMIT AN INDIVIDUAL COLLEGE/SCHOLARSHIP APPLICATION CHECKLIST/REQUEST TO SEND TRANSCRIPT FOR EACH COLLEGE YOU APPLY TO**. Counselors will not respond to the email from common app until they receive a college/scholarship application checklist from you.
4. There is no need to provide envelopes to your recommenders or \$2 when using common app.
5. The counseling department will then have their portion of your application filled out within **15 school days from the date you handed in the *College/Scholarship Application Checklist/Request to Send Transcript***. Please remember, we need **15 school days** to process requests to send transcripts.

The College Application process (Paper Application):

1. Fill out the student portion of the application.
2. Bring the entire application in to the counseling department
3. Follow steps 3 to 5 listed above

Teacher Recommendations (excluding Common Application):

Teacher recommendations are sent directly to the college from the teacher. They are not to be handed to a counselor as part of the packet that gets mailed out to the colleges.

1. The student will ask a teacher to write a recommendation letter. This should be done as early as possible so the teacher has ample time to put the recommendation together.
 2. The student will hand the teacher an envelope, addressed to the college, including postage, with no return address on it. An envelope will need to be provided for EACH recommendation letter. The teacher will then mail the recommendation letter to the college.
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