

Carroll County School District

Senior 2014-2015

College Application Packet



Counseling and Guidance Department

College Application Checklist for Class of 2015

All Applications Must Be Submitted to the Counseling Office

10 School Days Prior to Due Date

When you submit the counselor portion of the application, you will need to include:

- A manila or business size envelope addressed to the college/university. No return address, then we will attach a school label.
- Transcript request (form in Counseling and Guidance Office) signed by student or parent or guardian.
- Counselor portion of application with student/school information completed.
- Your student resumes.

If you have filled out an application on-line, PLEASE do not forget to download the counselor portion of the application.

If your college/university requires a teacher recommendation letter, you must request this from a teacher of your choice (please allow at least 10 school days). Please provide them with an addressed, stamped envelope to the college(s). Teachers must be notified of your colleges' application deadlines. Please provide them with a copy of your student resume.

Your high school counselor will add the following to your packet (important when considering postage):

- *a school profile
- *an official transcript
- *counselor recommendation (if needed)

Please use this checklist as your guide. Incomplete applications will be returned. We will process many applications, all of which are important. Therefore, *in order to expedite this process, it is extremely important that you pay close attention to each request listed above.*

REQUEST FOR COLLEGE RECOMMENDATION LETTER

All students who intend to apply to selective or highly selective colleges or universities, which require a counselor recommendation letter, must complete this packet. If you plan to apply to a college that requires a counselor recommendation letter, you must complete and submit this packet to your counselor at least 10 school days prior to the application deadline.

The recommendation letter is a confidential communication between the high school counselor and the college admissions office.

I have read and understand the information above. Attached is my completed packet. I request that a recommendation letter be written for me.

| |
|-----------------------------|
| _____ |
| Student Signature |
| _____ |
| Date Submitted to Counselor |

Items To Be Submitted With This Request:

- Typed/keyed student resume.
- Completed Packet for College Recommendation Letter
- Teacher Comment Form Information

I gave the following teachers a comment form or requested a letter to be written:

| Teacher's Name | Date |
|----------------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

Date I asked teachers to return comments/letters to my counselor:

Date _____

NOTE: Incomplete requests/submissions will be returned to the student.

Responsibilities of the Student -You are responsible for delivering the teachers' comment request forms to the teachers of your choice. You need to consider the teachers who know you well. If the request is for comments to be keyed into the counselor letter, please make that clear to your teacher(s). If the request is for a letter of recommendation to be completed by your teacher(s), let them know this is the purpose of the letter.

Carroll County School District Counseling and Guidance Department Packet for College Recommendation Letter

Directions: Students should complete items 1-12.

1. Personal Information

Name _____

Address _____

Home Phone _____ Date of Birth _____

Other High Schools Attended:

| Name | Location | Dates/Grades |
|-------|----------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

2. Parents Information (Information sometimes requested on application)

Father's name _____ Work Phone _____

College(s) attended _____

Mother's name _____ Work Phone _____

College(s) attended _____

3. Chose **three adjectives** that best describe you.

1) _____ 2) _____ 3) _____

4. Why would have you chosen these adjectives? Explain!

5. You are submitting a student resume complete with your activities in which you have participated. Please expand upon **your involvement in school and community activities**; noting any special accomplishments, leadership experiences, personal growth that has occurred, etc. (Use back if needed.)

6. **Work experience** will be included on your student resume. Please include additional comments about these jobs in the space below. (Use the back if needed)

7. Life's challenges allow us to grow. Describe a **challenge** that has affected you. What did you learn?

8. Self-description: **VERY IMPORTANT!** Describe the way you see yourself. Please include all positive attributes you feel would be of interest to college admissions counselors who are trying to evaluate your suitability for their campus and your probability of academic success. You might cover such issues as study habits, academic strengths, your role in the family, your personal values, character strengths, life goals and anything else you feel would help us characterize you better in your recommendation letter. (Use back if needed).

9. College Preferences

In order of preference, please list intended colleges:

1) _____

2) _____

3) _____

4) _____

5) _____

10. Intended College Major(s) (if known):

11. Intended Career(s) (if known):

EXAMPLE OF A HIGH SCHOOL RESUME TO BE GIVEN TO TEACHERS AND/OR COUNSELORS WHO ARE WRITING LETTERS OF RECOMMENDATION FOR YOU.

IMA GRADUATE 555Hardee Street
Dallas, GA 30132 Telephone: 770.289.6663
Email: IMAgraduate@paulding.k12.ga.us

OBJECTIVE: Graduate from Paulding County High School with a dual diploma and enter a four year university majoring in Computer Science

EDUCATION: Paulding County High School 2002 -present. **GPA** 93.0%, **Class Rank** 15 Of 300

SCHOOL ACTIVITIES AND HONORS

Athletic JV Football 9 & 10; Varsity Football 11 & 12
Tennis 9, 10 & 11

Scholastic ACT Composite 21
SAT Verbal 500
SAT Math 500
AP US History, Honors American Literature

Extracurricular Drama Club 9 & 10
Marching Band 9 -12
Section leader 12 Beta Club 10, 11 & 12
Sophomore Class Officer 10
Mock trial

AWARDS/HONORS

Superintendent's Scholar 9
"Kids Who Care Award" 9
GA Certificate of Merit (top 5% of class) 11
Spanish I Award 11
Varsity Football Letter

COMMUNITY/CHURCH INVOLEMENT

Adopt-A-Grandparent 9 & 10 Relay for Life 10 & 11 Church Youth Drama Group 9-12;
Group Leader 12th

WORK EXPERIENCE

Hollywood Video, 2004-present