

## **Bainbridge High School**

### **College Application Process**

**More information available on the Counseling Website**  
[www.bisd303.org/](http://www.bisd303.org/) → bhs → counseling → home → college planning

Greetings Seniors! The BHS counselors look forward to working with you as you apply to colleges and other post-high school opportunities. We have a process you need to follow to make sure everything is submitted in a timely manner.

Please Note: It is critical to follow these steps when applying to colleges as the details vary depending on the type of school. If you do not follow these steps, your applications could be incomplete and thus negatively impact your admissions decision.

#### **Public Schools:**

- Most public universities, including those in Washington State, will require an official transcript in the application process. Notable exceptions are the University of Washington and the University of California system. These schools do *not* need a transcript until after you have been accepted. *(For UW and UC applications, you will need to request an unofficial copy of your BHS transcript through Parchment. Step by step instructions on using Parchment are available in the Counseling Office and on the BHS Counseling website. Use your unofficial transcript when filling out the academic portion of these applications.)*
- Most public schools do *not* need a letter of recommendation from a teacher or a counselor. If by chance yours does, please follow the private school instructions detailed on the next page. We recommend that you apply to each school using the Common Application (if it is accepted by the school) or their own online application.

Fill out a College Tracking Form: This is available under 'Forms' on the Counseling website or in the Counseling Office. List **all** the schools to which you are applying along with their deadlines and return it to Ms. Rilla Hughes, Counseling Office secretary, before your first deadline. You may add colleges later by filling out another form or updating the first one with Ms. Hughes.

Send your BHS transcript: **Four (4) school weeks** prior to your deadline, log onto [www.parchment.com](http://www.parchment.com) to sign up with them and request transcripts to be sent. Read all instructions carefully. You do not need to enter a registration code or social security number to register, nor do you have to fill out their "profile." There is a fee to send each transcript. *Note: We will not release your transcript via Parchment if you owe fines to BHS.* Although electronic, this process requires several business days. Please allow ample time for Parchment and BHS to communicate with each other before your transcript can be released. If you encounter any difficulty, please ask in the Counseling Office! We will be glad to help you with this!

Test Scores: SAT and ACT scores are now optional. If you choose to take a test and send your score(s) to schools, it is *your* responsibility to send official SAT and/or ACT score reports to each school via the College Board or ACT website. Bainbridge High School does not send test scores. *For a complete list of schools that are 'test optional' or do not require standardized test scores, go to [www.fairtest.org](http://www.fairtest.org)*

## Private Schools (including Common Application schools):

If you are applying to a private/independent college or university, the application will have a counselor/school section which may require a letter of recommendation from the counselor. *(This is different from, and usually in addition to, the Teacher Recommendation(s).)*

If you are using the Common Application, the school section of your application is called the School Report. Your counselor needs a minimum of **4 school weeks** to write a thoughtful letter of recommendation and to complete all sections of the School Report. The following process is designed to ensure that the private universities/colleges receive all required information in a timely manner. **Please read the following information and instructions carefully.**

Fill out a College Tracking form: This is available under 'Forms' on the Counseling website or in the Counseling Office. List all the schools to which you are applying along with their deadlines and return it to Ms. Rilla Hughes, Counseling Office secretary, **4 school weeks** before your first deadline. You may add colleges or update your list at any time with Ms. Hughes. Paper clip your Parent Brag Sheet and Student Data Sheet to the College Tracking Form and hand deliver to Ms. Hughes.

Make an appointment with your counselor **4 school weeks** prior to your first deadline if you need a recommendation letter. Submit your *Parent Brag Sheet* and *Student Data Sheet* (see below) to Ms. Rilla Hughes when you make your appointment. Be sure to bring all login usernames and passwords to your appointment (for Common Application, Coalition Application, Parchment, etc.) so you and your counselor can review your information.

Common Application: In order for your counselor and teachers to complete your letter of recommendation for schools using the Common Application, you must INVITE your counselor and teachers electronically via the [www.commonapp.org](http://www.commonapp.org) online system. (This should be done after you ask them in person.) Make sure the email address is correct! If it is incorrect, recommenders will not receive your invitation, and thus will not be able to write your letter. (NOTE: You must INVITE and ASSIGN teachers to each college in Common Application.)

Your counselor's email is:

- A - C : Mr. Adam Ward – [award@bisd303.org](mailto:award@bisd303.org)
- D - H: Ms. Nicole Wescott – [nwescott@bisd303.org](mailto:nwescott@bisd303.org)
- I- Mc: Ms. Krista Pal – [kpall@bisd303.org](mailto:kpall@bisd303.org)
- Me - Ri: Ms. Lauren D'Amico – [ldamico@bisd303.org](mailto:ldamico@bisd303.org)
- Ro- Z: Ms. Cara Tebo – [ctebo@bisd303.org](mailto:ctebo@bisd303.org)

Student Data Sheet is available under 'Forms' on the Counseling website. In order for us to write an engaging and honest letter, please answer all sections *and* the questions at the end as completely as you can. Include details, examples and descriptions. Please submit the Student Data Sheet *only* to your counselor and not to your teachers who are writing your letter of recommendation. This form is due **4 school weeks** prior to your first deadline.

Parent Brag Sheet: This is your parents' opportunity to give your counselor some examples of how wonderful you are! Information in the Parent Brag Sheet may be used in the recommendation letter to dovetail with what the counselor knows about the student and what we have learned from teachers. It is helpful if parents share anecdotes that support their statements. The Parent Brag Sheet is available under 'Forms' on the Counseling website and is also due **4 school weeks** prior to the first college application deadline.

Common Application Counselor Recommendation:

- Most, but not all, Common Application Schools **require a letter of recommendation** from your counselor. Please check each school's application requirements.
- Make sure to **check the bubble that waives your rights**. In order to provide the most authentic and valuable letter of recommendation to admissions offices, the counselors ask that students waive their right to see letters of recommendation from counselors and teachers. If you have questions or concerns about waiving your rights, please consult your counselor.

Send your BHS transcript: **Four (4) school weeks** prior to your deadline, log onto [www.parchment.com](http://www.parchment.com) to sign up and request transcripts to be sent. You do not need to enter a registration code or social security number to register, nor do you have to fill out their "profile." There is a fee to send each transcript. *Note: We will not release your transcript via Parchment if you owe fines to BHS.* Although electronic, this process requires several business days. Please allow ample time for Parchment and BHS to communicate with each other before your transcript can be released. If you encounter any difficulty, please ask in the Counseling Office! We will be glad to help you with this!

**For Common App Schools:** Have Parchment send just **one** transcript to the Common Application (NOT to the individual Common App colleges directly). You will need your Common Application ID number when making this request. Your transcript will then be sent to ALL of your Common App schools as part of the Common App School Report. **IMPORTANT NOTE: Counselors are not able to submit your School Report until the student's transcript is linked via Parchment to the Common App. Please ask us for help if you encounter difficulties!**

Test Scores: SAT and ACT scores are now optional. If you choose to take a test and send your score(s) to schools, it is *your* responsibility to send official SAT and/or ACT score reports to each school via the College Board or ACT website. Bainbridge High School does not send test scores. *For a complete list of schools that are 'test optional' or do not require standardized test scores, go to [www.fairtest.org](http://www.fairtest.org)*

Teacher Letters of Recommendation: Make certain to find out which schools need a letter from teacher(s). Ask one or two teachers in person, preferably from junior year, if they would be willing to write a letter of recommendation for you. Give them at least **four school weeks'** notice to do so. Each teacher will have a different process for obtaining a letter from them. *Be sure to write them a thank you note after they have completed your letter(s). Also let them know where you have been accepted in the spring of senior year!*

Mid-Year Report: Most schools will want to see your fall semester senior grades. The Common Application requires the Mid-Year Report for each school. **The Counselors will submit the Common Application Mid-Year Report with your updated mid-year transcript in early February.** For any other school needing your transcript with fall semester grades, you must request that Parchment send your transcript directly to the college.

Final Transcript: You must send a Final Transcript via Parchment in late June to the college you plan to attend. **Watch for details/instructions about this in May/June. The BHS Counseling Office will be closed between late June and mid-August and no transcripts will be processed during that time.**

The BHS counselors wish you all the best in your college application process.  
Let us know how we can help you!