

COLLEGE TRACKING FORM – CLASS OF 2017

DUE IN FRONT OFFICE FOUR SCHOOL WEEKS (or TWO WEEKS for transcripts only) BEFORE DEADLINE.

Student Name _____ Counselor Ann Brandner

Student Email _____ First Application Deadline: _____

(Initial each statement below)

_____ **TRANSCRIPTS:** I understand that I am responsible for requesting my TRANSCRIPTS to be sent to each college *TWO SCHOOL WEEKS* before they are due at the college and I will fill out a transcript release form with the Registrar (Jennifer) in the front office. *If I am sending transcripts to Common Application colleges, I will request to upload the Transcript to Common Application (and not to the college directly). I will make sure all fines and fees are paid.*
ALL ACCUMULATED FINES MUST BE PAID BEFORE ANY TRANSCRIPT WILL BE RELEASED.

_____ **TEST SCORES:** I understand that I am responsible for requesting my TEST SCORES to be sent electronically to each college via either www.collegeboard.org or www.actstudent.org. EHHS does not send test scores.

_____ **COUNSELOR RECOMMENDATION/SCHOOL REPORT:** I have INVITED my counselor to submit the *Common Application SCHOOL REPORT* which includes his/her Recommendation Letter *FOUR SCHOOL WEEKS* before the deadline. (Student must make an appointment to meet with the counselor four school weeks before the deadline date.)

_____ I understand that the Recommendation Letter is confidential and I hereby waive all rights to view its contents.
 _____ Student Data Sheet is submitted _____ Parent Brag Sheet is submitted

_____ For any applications that require mailing through USPS, I understand I must provide the Registrar with a pre-addressed, pre-stamped, legal-sized mailing envelope. (I will leave the return address area blank.)

_____ **MID-YEAR REPORT & TRANSCRIPT:** I understand that I must request MIDYEAR TRANSCRIPTS and the MIDYEAR REPORT (via *Common Application*) to be sent (see above process). (This should be completed by the end of January.)

_____ **FINAL REPORT & TRANSCRIPT:** I understand that I am responsible for requesting the FINAL TRANSCRIPT and the FINAL REPORT (via *Common Application*) sent to my final chosen college in June. (see above process).

LIST ALL COLLEGES TO WHICH YOU ARE APPLYING

| NAME OF COLLEGE (City/State) (Please Print Clearly) | ED/EA or Regular Decision? DUE DATE | Is this a Public/ State School? (No Rec. Letter Needed) | Is this a Common App College? (Rec. Ltr Needed) | Is this a Private College that a requires a Rec. Letter? |
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STUDENT SIGNATURE _____ DATE _____

My signature indicates my agreement with all statements on this form.