Greetings Seniors! I 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 schools. These schools do **not** need a transcript until after you have been accepted. *(For UW and UC applications, request an unofficial copy of your transcript from the front office to use 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 in the next section. We recommend that you apply to each school using the Common Application (if it is accepted by the school) or their own online application. *(Colleges prefer online apps rather than paper ones.)*

☐ **Fill out College Tracking Form:** List all the schools you are applying to along with their deadlines and return it to Becky Beemer, Registrar, before your first deadline. You may add colleges later by filling out another form or updating the first one with Becky.

☐ **Send your EHHS transcript:** Two (2) school weeks prior to your deadline, fill out a TRANSCRIPT RELEASE FORM with the Registrar and provide an addressed, stamped envelope to send your transcript. Some schools might receive transcripts through an email service. It is up to you to find out how the school that you are applying to would like to receive your transcript and to communicate this information on the release form or put the information on the College Tracking Form.

☐ **Test Scores:** It is your responsibility to send official SAT, SAT II (subject tests), and/or ACT score reports to each college/university. Eagle Harbor High School does not send them. Pay attention to what each school requires. Most will require either the SAT or ACT. Subject tests may not be required. *For a complete list of schools that are ‘test optional’ or do not require standardized test scores, go to 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 usually requires a letter of recommendation from the counselor. *(This is different from, and usually in addition to, a Teacher Recommendation.)*

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 review your academic record, collect teacher evaluation forms, and write a thoughtful letter of recommendation to complete all sections of the School Report. The following process is designed to assure 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**-available under ‘Forms’ in the ‘For Seniors’ section of the EHHS website. List all the schools you are applying to along with their deadlines and return it to Becky Beemer **4 school weeks** before your first deadline. You may add colleges or update your list at any time with Becky Beemer. This form is also available with Becky. Paper clip your Parent Brag Sheet and Student Data Sheet to the Tracking Form and **hand deliver** to Becky.

- **Student Data Sheet** is available under ‘Forms’ in the ‘For Seniors’ section of the EHHS website. In order to write an engaging and honest letter, please answer all sections and the questions 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 us 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 has been learned from teachers. It is helpful if parents share anecdotes that support their statements. The Parent Brag Sheet is available in the ‘For Seniors’ section of the EHHS website and is also due **4 school weeks** prior to the first college application deadline.

- **Common Application**: In order for your counselor and teachers to complete your letter of recommendation for schools using the Common Application, you must ASSIGN or 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, we will not receive your invitation, and will not be able to write your letter. Your counselor’s email is:

  - Sue Constan – sconstan@bisd303.org

- Make an appointment with your counselor if you need a recommendation letter **4 school weeks** prior to your **first** deadline.

- **School Report** (only Common App. schools): For schools using the Common Application, please note:

  - The Common Application School Report requires a letter of recommendation from your counselor.
  - 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 student should waive their right to see letters of recommendation from the counselor and teachers. If you have questions or concerns about waiving your rights, please consult your counselor.
Send your EHHS transcript:  Four (4) school weeks prior to your deadline, fill out a transcript release form with the EHHS Registrar. She will then upload the transcript and attach the transcript to your Common Application. If it is a private school that is not on Common Application, it is up to you to communicate to on the release form how your transcript should be sent. Fines must be paid before we will release transcripts.

Test Scores: It is your responsibility to send official SAT, SAT II (subject tests), and/or ACT score reports to each college/university. EHHS does not send them. Pay attention to what each school requires. Most will require either the SAT or ACT. Subject tests may not be required. For a complete list of schools that are ‘test optional’ or do not require standardized test scores, go to 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. Be sure to write them a thank you note after they have completed your letter(s). Also, tell them where you have been accepted in the spring of senior year!

Mid-Year Report: Most schools will want to see your 1st semester grades from Senior year. The Common Application requires the Mid-Year Report for each school.

Final Transcript: You must request and have sent a Final Transcript to the school you plan on attending. Please complete another release form with the Registrar as needed.

Specific College/University Online Applications:

Some schools do not participate in the online Common Application, and instead have their own online application process. Pay close attention to their directions. If they require a School Report and/or letter of recommendation from your counselor, be sure to invite us to do so using their online system.

The same timelines apply for ANY counselor recommendation letter: Submit Parent Brag Sheet and Student Data Sheet to counselor 4 school weeks prior to the first application deadline.