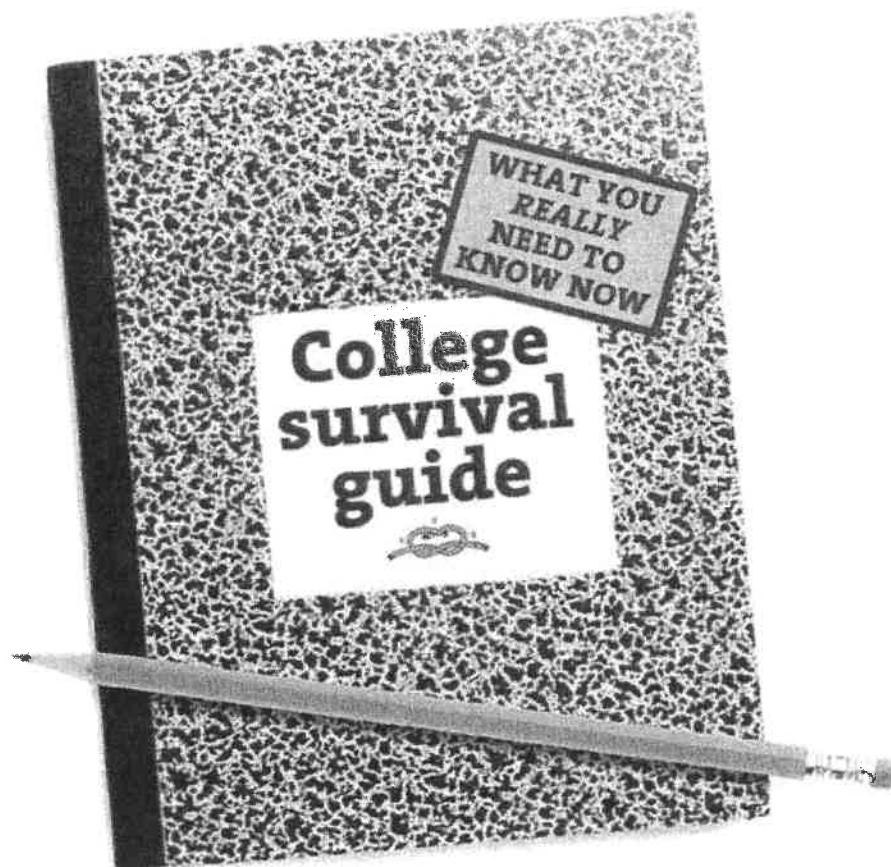


COLLEGE APPLICATION SURVIVAL GUIDE





College Application Checklist

➤ **Get Organized:**

- List your colleges on the blue organizer, noting all login usernames and passwords.
- Search the admissions tab on each college's website for deadlines and required application materials such as transcripts, test scores, and counselor or teacher recommendations. These may also be listed within the application. Add these requirements to your organizer.
- Search the college website **Admissions** tab for the application. If the college accepts more than one type of application (i.e. the Common App, the Coalition App, the college's own application, etc.), decide which application you will use for each school. Start the online application.

➤ **Send Test Scores:**

AT LEAST 4-6 WEEKS BEFORE THE DEADLINE:

- If you selected colleges when you registered to take the ACT or SAT, these scores have already been sent to your colleges.
- If you need to send test scores to your colleges, go to:
ACT: www.actstudent.org OR **SAT:** www.collegeboard.org
- Remember some colleges require SAT II Subject Tests for admission as well.

➤ **Request Transcripts:**

AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Check that your transcript is accurate before requesting.
- If a transcript is required, FOLLOW INSTRUCTIONS WITHIN THE APPLICATION. Common Application, Coalition Application and many school applications ask you to invite your counselor to upload the transcript directly into the application by entering their email address.
- For all other applications, request transcripts through www.parchment.com

➤ **Request Letters of Recommendation, Counselor Forms or the School Report:**

Not all colleges require letters of recommendation, counselor forms or the School Report. If your application requires any of these, AT LEAST 15 SCHOOL DAYS BEFORE THE DEADLINE:

- Complete the FERPA agreement when letters of recommendation are required, waiving your right to review the letter. Many recommenders refuse to write letters of recommendation and many colleges put little weight on letters unless you waive your right to review.
- For School Reports, Counselor Forms, or Counselor Letters of Recommendation:
 - Complete the **Counselor Rec Questionnaire** on the About Me tab in Naviance first.
 - Follow the instructions within your application to list your counselor's email address. Your counselor will receive email instructions to upload materials directly into your application.
- For teacher letters of recommendation:
 - Ask your teacher in person and give your teacher a completed **Student Information for Teacher Recommendation Request** form (available in CCC).
 - Follow the instructions within your application to list your teacher's email address. Your teacher will receive email instructions to upload their letter directly into your application.

➤ **Complete applications with the following information:**

- PHS CEEB School Code: 143062
- Class Rank: None
- Class Size: 561
- Date of D214 HS Entry: 8/14/2014
- Graduation date: 5/27/2018
- GPA Scale: 4.0
- GPA Rank Weight: Weighted
- Date of State-Administered SAT: 4/5/17
- Counselor Title: Counselor
- Counselor Fax Number: (847)-718-5223
- Class Credit: ½ credit for each semester course, except PE = ¼ credit for each semester
- My Counselor's Name, Email and Phone number: _____

➤ **Check that your application is complete:**

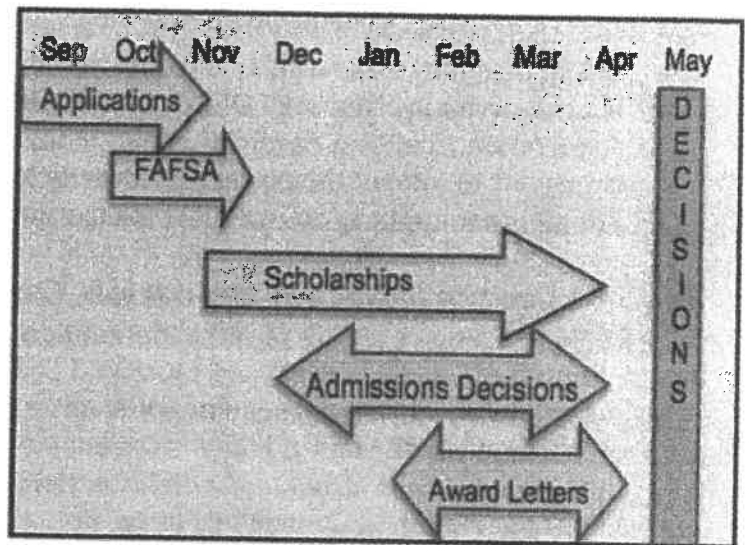
- Log into your Common Application, Coalition Application or college application account to check that your application is complete. Applications are complete only when ALL application materials (transcript, test scores, recommendations, etc.) have been received by the college.
- If you requested transcripts through Parchment, log into your account at www.parchment.com to verify that the transcript was received by the college.

Once College Applications are complete...

➤ **Financial Aid & Scholarships**

- Check the financial aid tab of each college website to see what financial aid forms are required. Some schools ask for the CSS Profile or their own school form in addition to the Free Application for Federal Student Aid (FAFSA). These may have early deadlines.
- Fill out the FAFSA, ideally between October 1st and November 15th at www.fafsa.ed.gov.
- Look for scholarships that match your talents and interests on:
 - College websites
 - In Naviance on the *Colleges* tab under *Scholarships and Money*
 - On the scrolling announcements
 - In the national scholarship search engines found on the College Resources page of our website.

Timetable for Senior Year



FOR MORE INFORMATION ON:

- ✓ Campus visits & college fairs
 - ✓ Building college lists
 - ✓ Completing applications
 - ✓ Financial Aid & Scholarships
- Check out the PHS College Resources Webpage:
- Start on the PHS homepage
 - Click on Students
 - Select College Resources

➤ **Thank teachers and counselors who helped you with this process!**



Fast Facts for College Apps

High School Information	
School Name	Prospect High School
School Address	801 W. Kensington Rd.
CEEB Code	143-062
Graduation Date	05/27/2018
Graduating Class Size	561
Date of Entry	08/2014 (unless transfer student)
GPA Date Range (For transcripts sent 1 st semester)	08/2014 – 08/2017
GPA Date Range (Mid-Year Transcript)	08/2014 – 12/2017
Percent attending 4-year college	69%
Percent attending 2-year college	23%
Date of State-administered SAT	04/05/2017

Grade/Course Information	
Class Rank	None
GPA Scale	4.0
GPA Rank Weight	Weighted
Number of AP Courses	24
Number of Honors Courses	18
Highest Weighted GPA	PHS does not report
Highest Un-Weighted GPA	PHS does not report

Student Information

Name	Use your legal name
Entering as...	A first year student (freshman) planning to enroll in the next 12 months
Fee Waiver	Only for students who can prove they qualify as low income (e.g. you qualify for free and reduced lunch). Must be approved by your counselor.
Activities	List in priority order since there may be a limit on how many you can enter. If there is a character limit, abbreviate when appropriate.
Honors	Honors include honor roll, National Honor Society, subject-related honor societies, National Merit Commended Scholars/Semifinalist, or AP Scholar designations. Can also include state recognition for academic clubs such as Science Olympiad or Math Team.
Senior Year Courses	List core courses first (English, math, science, social studies or world languages), then list electives including PE.
Credits	Full year courses = 1 credit, one-semester courses = ½ credit, except PE = ¼ credit.

Counselor Contact Information

For All Counselors:

Counselor Title: Counselor
 Counselor Fax Number: (847) 718-5223

<p>Samantha Becker-Newmark Samantha.Becker@d214.org 847-718-5339</p>	<p>Rachel Brill Rachel.Brill@d214.org 847-718-5287</p>
<p>Colleen Carroll Colleen.Carroll@d214.org 847-718-5277</p>	<p>Cathy Hill Cathy.Hill@d214.org 847-718-5278</p>
<p>Nicholas Olson Nicholas.Olson@d214.org 847-718-5282</p>	<p>Dr. Mary Pinski Mary.Pinski@d214.org 847-718-5281</p>
<p>Todd Soderwall Todd.Soderwall@d214.org 847-718-5283</p>	<p>Dr. Lynn Thornton Lynn.Thornton@d214.org 847-718-5286</p>

Student Information for Teacher Recommendation Request Form

Students must ask the teacher(s) **IN PERSON** and give them this form **AT LEAST 15 SCHOOL DAYS BEFORE** your first deadline. The more specific detail you provide on this form, the better your letter of rec will be. Please ask your teacher if they require any additional information than required on this form.

Student Name: _____ ID# _____

Student email: _____ Date Requested: _____

Student Date of Birth: _____ Deadline: _____

Teacher: _____ Course/Level: _____

1. List the colleges you plan to apply to.

2. What do you see as your greatest achievement in this class? Describe any significant projects or papers that made you proud or ways you stood out in the class?

Prospect High School
Pass To Meet With College Admissions Representative

To The Student:

Please make the necessary arrangements with your teacher to be excused from class for the visit.
Report to the College/Career Center at the stated time.

STUDENT NAME _____ COUNSELOR _____ ID# _____

A REPRESENTATIVE FROM _____

WILL BE HERE ON _____ DURING _____ PERIOD

TO THE TEACHER:

Your signature will give the attendance office permission to excuse the student for the above period

Teacher Signature

STUDENTS.....PLEASE BRING THIS SIGNED PASS TO THE CCC AT THE TIME OF THE VISIT

Prospect High School
Pass To Meet With College Admissions Representative

To The Student:

Please make the necessary arrangements with your teacher to be excused from class for the visit.
Report to the College/Career Center at the stated time.

STUDENT NAME _____ COUNSELOR _____ ID# _____

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TO THE TEACHER:

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Teacher Signature

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Upcoming Senior Events

Senior Parent Night – Thursday, September 7th - 7:00 pm - PHS Theatre

Financial Aid Night – Tuesday, September 19 - 7:00 pm - Rolling Meadows High School Theatre

Directions: College and Career Fair – Tuesday, September 26th - 6:00-8:30 pm FVEC Field House

FAFSA Completion Night – Tuesday, October 10 – 6:30 pm or 7:45 pm - Wheeling High School Library

College Application Assistance-Thursday, October 12 - 7:30 am - 8:15 am - PHS CCC - **Students Only**

Advising the College-Bound Student Athlete – Monday, November 20 - 7:00 pm FVEC Theatre

Scholarships and Financial Aid-Thursday, December 7 - 7:30 am - 8:15 am PHS CCC - **Students Only**

Senior Celebration – Wednesday, May 2 – Lunch periods in CCC

Career Nights

Arts & Communication/Human Services

Wednesday, September 6–Prospect HS – 6:30 p.m.-9:00 p.m.

Health/Natural Resources

Wednesday, October 4 –Buffalo Grove HS – 6:30 p.m.-9:00 p.m.

Engineering & Industrial Technology/ Business & Computers

Wednesday, October 18 – Rolling Meadows HS – 6:30 p.m.-9:00 p.m.