

Name: \_\_\_\_\_

Date Submitted to Counselor: \_\_\_\_\_

# Granby Memorial High School Application Packet

☐ **SUBMIT APPLICATIONS**

Student completes and submits applications (either on-line or paper) and student materials (such as essay, check or other payment, and resume).

☐ **REQUEST TEACHER LETTERS OF RECOMMENDATION**

Ask teachers in person and/or using the Teacher Letter Request form. Remember to give them at least two weeks notice, and provide them with an activity sheet/resume and an unofficial copy of your transcript! Please note that NO MORE THAN TWO LETTERS ARE NEEDED.

☐ **COMPLETE PARENT/STUDENT QUESTIONNAIRES & RECORDS REQUEST/RELEASE FORM**

☐ **RELEASE SAT or ACT SCORES**

This can be done through [www.collegeboard.com](http://www.collegeboard.com) for SATs, and [www.actstudent.org](http://www.actstudent.org) for ACTs, and the scores should be sent directly to all colleges to which you are applying (unless they are SAT optional).

☐ **SET UP APPLICATION INTAKE MEETING**

At that appointment, the student should bring their completed Application Checklist Packet and resume. Please set up this meeting at least two weeks before you would like all application supporting documents submitted.

## Guidance Application Deadline: December 1st

# Important Information

- *ALL REQUESTS FOR SUPPORTING DOCUMENTATION (i.e. transcripts, school report, student profile, counselor and teacher recommendations) **MUST BE SUBMITTED TO GUIDANCE BY DECEMBER 1<sup>st</sup>** (this is the new deadline for requests). This deadline will help YOU have an application advantage, as earlier IS better for colleges!*
- *We will **NOT be including SAT or ACT scores on the transcript**. To have scores sent, there are two options: use the four free score reports on the SAT registration form when you take the test the next time, or go on to [www.collegeboard.com](http://www.collegeboard.com) and request that scores are sent to your schools (and please note that College Board has a 2-3 week turnaround time for sending scores).*
- *Please submit application requests to your counselor **AT LEAST 2 WEEKS** prior to when you need them to go out (i.e. if the deadline is November 1<sup>st</sup>, you should see your counselor by October 15<sup>th</sup>).*
- *Please note that a Counselor Recommendation will only be completed when required; we will submit the Secondary School Report/Counselor Evaluation for all students.*
- *Students **MUST** provide self-addressed and stamped envelopes to their counselor at the time of the application appointment for the purpose of mid-year grade reporting. However, it is not necessary to provide envelopes for the documentation we will initially send out.*
- *We recommend that you print a copy of your on-line application for your own records.*
- *Please note that often times, particularly if you have submitted your portion of the application prior to asking for the guidance portion, there is a “lag” time between when you submit your information and when we mail ours (this is especially true with on-line applications, as they have the information from you immediately). Colleges may then generate a letter or email letting you know that they haven't received the high school documentation --don't panic! Before double-checking that your counselor has sent the information, call or email the college first. Often, by the time you do so, they have received the information!*

<p><b>CEEB/HIGH SCHOOL CODE for GMHS:</b></p> <p><b>070217</b></p>
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## PARENT QUESTIONNAIRE

If you need additional space for your response, please type out on a separate piece of paper.

1. What do you consider to be the most outstanding accomplishment of your senior and why?

2. What are the activities in your senior's life that have caused growth? How?

3. What five adjectives would best describe your senior, and why?

4. Are there any extenuating circumstances that have had an impact on your son or daughter's educational experience at the high school? Additionally, do you wish that I share this in a letter of recommendation?

5. Above all, What do you want the college admissions to know about your senior?

## STUDENT QUESTIONNAIRE

1. List three or four of your strengths, and/or adjectives others would use to describe you.

2. How would you explain your transcript (i.e. highlights, low points, improvements, etc.)?

3. What extra-curricular, summer activity, and/or work experience has been most important to you? Why?

4. Are there any specific things you want me to highlight in your letter of recommendation (i.e. significant events in your life, academic or athletic achievements, awards, etc.)? This is the time to let me know what you want to make sure I include about you, so please be as specific as possible!

5. What are your long-range goals? (What do you see yourself doing after college career-wise or personally)?

6. How have you grown/changed as a student over the course of your high school career?

***Please attach a resume and additional sheets with any further information you would like us to include.  
You may also wish to include a copy of your college essay***

## TEACHER RECOMMENDATION REQUEST FORM

Dear: \_\_\_\_\_

Thank you for agreeing to write my recommendation for college.

Please give the completed letter to Mrs. Caruso in Guidance by \_\_\_\_\_

I will be applying to the following schools:

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I have attached the following to assist you:

1. Unofficial Transcript

2. Resume

3. Other \_\_\_\_\_

My intended major/field of study is: \_\_\_\_\_

Thanks again,

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