

VOORHEES HIGH SCHOOL COLLEGE APPLICATION PROCESS

(Most scholarships and special or summer programs follow this format, as well)

THIS IS THE PROCESS:

Students will:

- ___ Return the completed *Counselor's Recommendation Questionnaire* and *Parent Brag Sheet*, both available on the Guidance website.

- ___ Complete and submit the **on-line** application according to the college's instructions **AT LEAST ONE WEEK PRIOR TO DEADLINE.**

- ___ Contact the College Board or ACT to send scores to colleges **AT LEAST ONE MONTH PRIOR TO DEADLINE.**

- ___ Ask 2 or 3 teachers for **letters of recommendation, AT LEAST ONE MONTH PRIOR TO DEADLINE**, Provide them with a stamped, business envelope addressed to the college. Be sure to follow up with your teachers to ensure proper mailing.

- ___ Request an official transcript from Guidance. To request a transcript, the student must submit the following:
 - 1) A large white *Voorhees envelope*, addressed to each college of interest with the required postage of **3 STAMPS.**
 - 2) a completed green *Transcript Request Form*,
 - 3) a completed yellow *Transcript Receipt* postcard with **one** stamp on it,
 - 4) any Counselor or High School Report Form (if part of application)

Transcript Request Forms, postcards and large envelopes are available in Guidance and must be submitted at the same time **AT LEAST 10 WORKING DAYS PRIOR TO DEADLINE.**

*****INCOMPLETE MATERIALS WILL DELAY THE APPLICATION PROCESS!*****

Once the student has submitted the request form, envelope and postcard to the Guidance Department, the guidance counselor will:

- Prepare an official transcript of your courses and grades since freshman year, with cumulative GPA.
- Complete a "Counselor or High School Report Form", including a **recommendation**, when requested.
- Include a **Profile** of Voorhees High School.

**IN SUMMARY - Student mails the application and requests SAT scores.
Guidance mails the transcript and counselor recommendation.
Teachers mail their letters of recommendation.**

**STUDENTS SHOULD MONITOR THE PROGRESS OF THE APPLICATION
PROCESS BY CONTACTING THE COLLEGE!**