

ROCKY HILL HIGH SCHOOL
Guidelines for Filing College Applications
School Code: 070648

Application Deadlines

- Be aware of application and financial aid deadlines.
- Bring applications to Guidance **at least 2 weeks before deadline** (recommend filing applications before the December break and at least by the second week of December if a January 1st deadline)
- FAFSA information is online at <http://www.fafsa.ed.gov/>. Earliest submission is January 1st.
- CSS Profile may be required for some schools (go to <https://profileonline.collegeboard.com/prf/index.jsp>)
- As Guidance is notified of scholarships, they will be posted online, on the Guidance bulletin board and in filing cabinets in Guidance. Most scholarships are advertised starting in January.

Obtaining Applications

- Most applications can be accessed online. If you cannot find applications online or in Guidance, contact the Admissions Office to request an application.
- The Common Application is used by many colleges and may require Teacher Evaluation and Secondary School Reports forms – know the requirements and plan accordingly. The Common App is online at <https://www.commonapp.org/CommonApp/default.aspx>.

Teacher Recommendations

- Prepare resume – use brag sheets to get started and give final resume to Guidance
- Request 2-3 letters of recommendation from counselor, teachers, coaches, etc, at least **2-3 weeks** in advance.
- Give teachers copy of resume when asking for recommendations. Follow-up with a thank you to teacher.
- The Common Application has forms to complete (Teacher Evaluation and Secondary School Report). Since RHHS does **not** send documents electronically, print and give forms to teachers/counselor when requesting recommendations.
- Teachers/students should submit completed letters and forms to Guidance.

Essays:

- Research questions. Sometimes students can use the same essay (depending on the topic)
- Have other people proofread for grammar and content.
- It is recommended to submit essays even if optional

Filing Applications:

- NOTE: Rocky Hill does **not** electronically submit documents (transcripts, letters of recommendation, forms, etc.). Therefore, Guidance needs hard copies of any forms and letters to be sent.
- Complete package to be sent includes: Official Transcript, Resume, Teacher Recommendations, Teacher Evaluation forms (if required), Secondary School Report/Counselor page, other forms provided by student, essay and payment (if not done online),
- SAT Scores: Students submit official SAT and ACT scores online. Guidance can send unofficial scores, if requested.
- *Request for Transcript* (goldenrod forms in Guidance) must be completed for EACH application and returned to Guidance **at least two weeks** before the application deadline. Guidance will mail all documents together. – if you apply to five colleges, you need to complete five forms.
- If the college requests mid-term grades, provide the forms for each college (these will be mailed at the conclusion of the first semester).

NCAA

- Make sure you register online at NCAA website (www.eligibilitycenter.org)
- After registering, complete and return Request for Transcript to guidance to send official transcript.

Resources Available in Guidance:

- Tips on writing your essay.
- *Request for Transcript* form
- Naviance at <http://connection.naviance.com/rockyhill>

Student Signature: _____ Date: _____