

CLASS OF 2020

Transcript Request Deadlines

September 20 th , 2019	Early Action October 15 th Deadline. Sign up to see counselor ASAP.
October 4 th , 2019	Early Action/Early Decision/Rolling admission –sign up to see your counselor ASAP.
November 22 nd , 2019	Final Request for transcripts and counselor letters of recommendation.
Mid-February 2020	Counselors send out mid-year grades to any college a student has submitted a transcript.
June 2020	Final transcript submitted to the college the student is matriculating to.



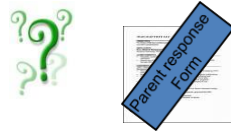
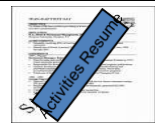



Please note: The above deadlines assist your school counselor in managing college materials and writing letters of recommendations for their students. **You must submit** your college list, transcript release form, transcript payments (first three are free), senior information sheet, and parent response forms by the above deadlines.

You do not need to submit your actual applications to colleges by these deadlines. You also do not need to wait for transcripts and letters of rec to be submitted before submitting your application.



Senior Checklist – Items Required to Process College Applications



Item			Check
1	List of ALL colleges/universities you are applying to with decisions and application types.(ED, EA, Rolling, Regular, Common app, Coalition) See form in Senior Handbook.		
2	Completed answers to the questions on the Senior Information Sheet. These answers will be used to complete counselor recommendation.		
3	Completed answers to the Parent Response Form. These answers will be used to complete the counselor recommendation.		
4	Activities resume		
5	Transcript Release Form		
6	Money for sending transcripts: Payments should be made through myschoolbucks.com. Click on records and transcripts icon to pay. First 3 transcripts are free; there is a \$5.00 charge for each transcript after. Unpaid fees become senior obligations.		
7	Colleges you are applying to have been uploaded into Naviance Student. Add under the Colleges I am thinking about tab.		

All items must be handed to counselors in person – No Exceptions!

Students must submit official test scores from the respective ACT/Collegeboard sites.

Transcript Key

Admission Type

ED – Early Decision: Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early. Commitment: BINDING

EA – Early Action: Students apply early and receive a decision well in advance of the institution’s regular response date. Commitment: NON-BINDING

REA - Restrictive Early Action: Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment, they have until May 1 to confirm. Commitment: NON-BINDING

Regular Decision: Students submit an application by a specified date and receive a decision in a clearly stated period of time. Commitment: NON-BINDING

Rolling Admission: Institutions review applications as they are submitted and render admission decisions throughout the admission cycle. Commitment: NON-BINDING

Priority Admission: Students submit an application by a specified date to be considered for admission, scholarship money, and honors programs, etc. Please choose this option only if the college does indeed have a priority deadline. Commitment: NON-BINDING

Delivery Types

PLEASE DESIGNATE WHICH TYPE EACH COLLEGE REQUIRES SO WE CAN SEND YOUR TRANSCRIPTS/FORMS

[UC Santa Cruz](#)



| Paper

[Clemson Univ](#)



| Electronic – eDocs or Coalition App

[Denison Univ](#)



| Common App

Note about using the Coalition App: Students will fill out application online, then they will check the box to indicate that they will be sending their transcript separately (not via coalition) as Langley will send via eDocs. Counselor recs will be sent via eDocs, teacher recs will be sent through Coalition.

Langley High School Transcript Request Form 2019-20

Student Name:

Counselor:

Transcript Request Deadlines

September 20th Early Action-October 15 deadlines. Sign up to see your counselor ASAP
 October 4th November 1, November 15, Rolling, Priority for scholarships. Sign up to see your counselor ASAP
 November 22th Final request for transcripts and any additional information for the completion of the college application

Authorizations

I give permission to send my student's transcript and any additional information necessary for the completion of the college application(s), such as the secondary report form, counselor's recommendation, and school profile.

Parent Signature: _____

I waive my right to view the counselor letter of recommendation and understand that it will be submitted directly to the college(s) on my behalf. I understand that it is my responsibility to request test scores from Collegeboard.org or Act.org as well as teacher recommendations. I understand that these documents will not be included in the information sent by the counselor.

Student Signature: _____

Deadline Date	Admission Type (*See Below)	Student Application Mode (Common App, Coalition App, eDoc, Mail)	Name of College or Program	City, State/Country of College	Fee (\$5 each after the first three schools)	For LHS Staff: Common App Input Date	For LHS Staff: Naviance/eDoc Date
October 5, 2018	EA	Common App	Sample University	Sample, PA	\$5		
					Free		
					Free		
					Free		

*REG=regular, ROLL=rolling, EA=early action, REA=restrictive early action, ED=early decision, ED2=early decision 2, PRI=priority

Langley High School Parent Response Form

We are seeking your thoughts and feeling about your child. Please help us by responding to the questions below. If you do not find these specific questions helpful, then write us a letter. Be funny; be serious; be honest; be proud; brag. Your willingness to complete this form or write us a separate letter is very helpful in counseling your son or daughter and writing his or her college recommendation.

Student Name: _____

Parent Email: _____

1. Describe a recent incident when your child demonstrated strong character.
2. What are three words or phrases you would use to describe your child? Please give an example of each.
3. What are your child's greatest strengths/greatest weakness? Please give a specific example of each.
4. Are there any special circumstances that you want the counselor to address in the college recommendation? (i.e. educational background, special family situation, medical history, family trauma, personal achievement, etc.)
5. What makes your student a good fit to the colleges they are applying to? What makes them stand out?
6. If you were to write your own son or daughter's recommendation, what would you say in the first paragraph that would prompt the admissions committee to read on? Write the paragraph

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Langley High School Senior Information Sheet

The questions listed below are helpful to your counselor when composing your college letter of recommendation. Please answer these questions and provide as much information as possible. Typed responses please.

Student Name: _____ Student Email: _____

SAT/ACT Scores: _____ Teacher Recommender(s): _____

1. List three adjectives to describe yourself and provide a specific example to document each.
2. Describe an academic experience that has been a highlight in your LHS years. (A teacher, class, paper, project, book, etc.)
3. Please attach an activity resume and explain in this question what your 2 most satisfying activities are and why each one has meaning to you.
4. In what ways have you grown both personally and academically during your high school years? Please address both.
5. What is your intended college major? Why did you choose this? What profession do you see yourself in once you graduate from college?
6. Are there any outside circumstances that have interfered with your academic performance? Is there anything on your transcript you feel warrants clarification?
7. What three things would you want a college admissions committee to know about you? Give examples or relate a specific situation to explain each.
8. If you were to write your own recommendation, what would you say in your first paragraph that would prompt the reader to read on? Write the paragraph.

Optional Hodge-Podge:

Favorite Movie: _____ Favorite Academic Subject: _____

Favorite Word: _____ Favorite TV Show: _____

Favorite Song: _____ Favorite Book: _____

Favorite Food: _____ Favorite Website: _____

Favorite Keepsake: _____ Favorite Time of Day: _____

Student Activity Resume

The following is an example of a Student Activity Resume. This could be used when applying for a job, scholarship or anywhere a resume is requested. Use the titles that apply to you or create ones that are more appropriate. Be factual and use only events from ninth through twelfth grade. Get help from your parents as they may remember honors, etc. Make sure to type it.

First Middle Last
Name Street
Address
City, State, Zip code Phone
number with Area code
Email Address

School Activities	Grade Level
Club	9, 10
Club	11,12
Athletic Team Fall Semester	9, 10
Athletic Team Spring Semester	11, 12
Honor Society	9, 10, 11, 12
Elected Office	10, 11
School Honors	
A/B Honor Roll	9, 10, 11, 12
Most Valuable Player (Team)	11, 12
Varsity or Academic Letter	11, 12
Community Activities	
Volunteer with____for 3 hours/week	10
Religious Youth Group	9
Community Athletic Team Summer	11, 12
Private Lessons on _____	9, 10, 11, 12
Community Honors	
Invited participant of _____on DATE	
Work Experience	
Name of Business, Number of hours/week	11, 12