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Forms to Be Completed by Student & Parent

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CLASS OF 201

Transcript Request Deadlines


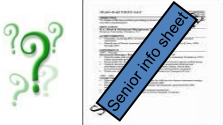





September 2 , 201	Early Action October 15 th Deadline. Sign up to see counselor ASAP.
October , 201	Early Action/Early Decision/Rolling admission –sign up to see your counselor ASAP.
December , 201	Final Request for transcripts and counselor letters of recommendation.
Mid-February 201	Counselors send out mid-year grades to any college a student has submitted a transcript.
July 201	Final transcript submitted to the college the student is matriculating to.

Please note: The above deadlines assist Langley Counselors in managing college materials and writing letters of recommendations for our students. **You must submit** college lists, envelopes, stamps, transcript money, 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 (Early Decision, Early Action, Regular, Rolling) 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	Addressed manila envelopes(10x13) for each college you are applying (Do not provide return address, Langley will provide our address) There must be 3 stamps per envelope.	 <p data-bbox="1373 803 1553 829">\$5 / transcript</p>	
5	Money for sending transcripts - First 3 transcripts are free; there is a \$5 fee for each additional transcript. (Checks made payable to LHS or cash accepted)		
6	Transcript Release Form		
7	Final Product of your Activities Resume		

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


Transcripts will NOT be sent without Payment! This must be in prior to deadline!



Seniors,

The first deadline for submitting your packets for **Early Decision/Early Action** schools is **Thursday, October 6th**. As we will send out **some** transcripts and letters of recommendations electronically we want to clarify what you need to do. (***Oct 15th deadlines must be submitted by September 23rd***)

- ✓ Look in Family Connection to see how the schools wish to receive transcripts/letters of rec:
 - Electronic (eDoc) = 
 - Mail = 
 - Common App = 
 - Coalition App = 

- ✓ Complete the “Colleges I’m Applying To” form from the **Senior Handbook**.
(The **Senior Handbook** is located on the **LHS website** under **Student Services, Seniors** tab)

- ✓ If you are applying to an **eDocs** school ()
 1. **DO NOT** turn in any envelopes
 2. **Indicate** on the “Colleges I’m Applying To” form that it is an **eDocs** school
 3. **Optional** - email your counselor your activity sheet/resume so it can be uploaded with your recommendation and transcript

- ✓ If you are applying to a **Common App** school (), **Coalition App** school, or a school that only accepts forms in the **mail** ()
 1. **TURN IN** addressed stamped manila envelopes (10x13) for each college. **DO NOT INCLUDE RETURN ADDRESS.**
 2. Each envelope requires three postal stamps.

- ✓ Include payment for transcripts when you turn in your packet. The first three transcripts are free. Each additional transcript is \$5. (Checks made payable to Langley High School or cash).
- ✓ Include completed Senior Information Sheet.
- ✓ Include completed Parent Response Form.
- ✓ Include Purple Transcript Request Form if you have not already done so. (*If you do not have one from senior night, we have included one in this packet.*)

Your packet **must** be given to your counselor **in person**. Do not leave on their door or in their mailbox!

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 – needs envelope

Clemson Univ



Electronic – eDocs, no envelope

Denison Univ



Common App/Coalition App– needs envelope

Please turn in to your school counselor

Colleges I am applying to	Admission Type ED Rolling EA Priority REA Regular	Deadline	Delivery Type Common App, Coalition App, eDocs or Paper

Please see back of this form for explanation on admission type and delivery type

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 particular 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. 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

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 are greatly appreciated.

Student Name: _____ Student Email: _____

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. Are there any outside circumstances that have interfered with your academic performance? Is there anything on your transcript you feel warrants clarification?
6. What three things would you want a college admissions committee to know about you? Give examples or relate a specific situation to explain each.

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

LANGLEY HIGH SCHOOL
Transcript Permission
Class of 2017

_____ I certify that the name that appears on the label below or unofficial transcript provided is correct. I understand that this is the name that will appear on the student's diploma.

_____ The name is incorrect and the following correction should be made. Please provide the student's Birth Certificate or the court order that legalized the name change.

PLEASE PRINT - Official Student Name if different from the above label.

First Name Middle Name Last Name

Your signature below signifies your permission to send Langley student's transcript and additional information as requested by the student, such as the secondary report form, the counselor's confidential statement, and/or teacher statements.

Parent/Guardian Signature and Date

We will be asked to send transcripts, secondary report forms, confidential counselor letters of recommendation and/or teacher statements to the various colleges, scholarship agencies, NCAA Clearinghouse or visiting college coaches. Each family receives an unofficial transcript during the annual spring registration process to review for accuracy. Because of the confidentiality of student records, parent permission is required to release records to other schools, institutions or individuals. It is also important to use the same ethnic background that is noted in the FCPS database.

Letter of Recommendation Waiver :

_____ Yes, I do waive my right to access and I understand I will never see any counselor recommendation submitted on my behalf.

_____ No, I do not waive my right to access and I understand the school counselor will not write a letter of recommendation on my behalf. The school counselor will complete the LHS Secondary School Report Form on my behalf.

Student Signature _____

Langley High School
Student Services Department

Teacher Recommendation Request Form

Student Name: _____ Date: _____
 Teacher Name: _____ Counselor: _____
 Student Email: _____ Student Phone: _____

Thank you for agreeing to write a college recommendation letter for me. I am applying to the following colleges and have listed the application due dates below.

College Name	College Application Due Date	Application Forms (in addition to letter)	Electronic Submissions Available
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Common Application <input type="checkbox"/> School Specific Form <input type="checkbox"/> No Form	<input type="checkbox"/> Yes <input type="checkbox"/> No

When you are finished writing the recommendation, please submit electronically or mail them directly to the colleges using the **attached addressed stamped envelopes**.

Thank you!