

2011-2012 TWHS PROCEDURES FOR COLLEGE AND SCHOLARSHIP APPLICATIONS

Please make sure that you are thoroughly familiar with the following procedures. Ask your guidance counselor if you have any questions or need help.

TRANSCRIPTS: Official or Unofficial

Official transcripts are signed and sealed by the registrar and mailed by The Woodlands High School. Official transcripts are *never* given directly to students or parents. All official transcripts have the student's class rank and GPA. NOTE: Transcripts DO NOT include college admissions test scores. Your scores must be sent to your colleges directly from the testing agencies.

Unofficial transcripts are copies of the official transcript with no signature or seal.

HOW TO REQUEST A TRANSCRIPT

- **Official transcript** requests are made on Family Connection.
 - Log on to Family Connection (must be student NOT parent account)
 - Click on the "colleges" tab.
 - Click "transcripts" on the left menu bar.
 - Select the appropriate option and click to make your request.
 - Allow five school days for processing.
- **Unofficial transcript** requests are made in the College & Career Center with the secretary/transcript clerk, Mrs. Bonnie Graham. There is a \$1.00 fee. You must allow at least 24 hours for processing.

REQUESTING COUNSELOR LETTERS OF RECOMMENDATION

- Log on to Family Connection and complete your Student Brag Sheet and Resume. (Click on "about me" and then click on the appropriate links.) You may complete the Activity Sheet in addition to the resume if desired. The activity sheet is in the document library on Family Connection (on home page). The more information you provide the counselor, the better evaluation he/she can write.
- Parents must complete the Parent Brag Sheet on Family Connection. (Parents must log onto the parent account on Family Connection.)
- Print out Student Brag Sheet, Parent Brag Sheet and your resume. NOTE: Brag Sheets are in "survey history" on Family Connection after you complete them.
- Fill out an APPLICATION TRACKING FORM. You can get Application Tracking Forms on Family Connection (look in "document library") or in the College & Career Center.
- Take all college forms that need to be completed to the College and Career Center (Room 254) no later than **15 school days prior to your application deadline**. Counselors pick up forms daily from the College & Career Center.
- Turn in the forms in this order:
 - Application Tracking Form (this is your cover page)
 - Counselor Form(s) or Secondary School Report (or whatever the counselor needs to complete)
 - Student Brag Sheet*
 - Student Resume (and Activity Sheet if desired)*
 - Parent Brag Sheet*
- Log on to Family Connection and add your college where it says "colleges I'm applying to."
- Print the list of colleges and attach to your tracking form. This will serve as your log in for the College & Career Center.
- If you have not requested your transcript, log on to Family Connection to request it.

**These items need to be submitted only one time. Your counselor will keep them on file.*

FEES

TRANSCRIPTS:

- **All official transcripts will be mailed by The Woodlands High School.** The first 3 official transcripts are provided at no charge to the student.
- There is a \$3.00 fee for each transcript after the first three (3).
- The transcript clerk will collect fees for all unpaid transcript charges.
- The fee for each unofficial transcript is \$1.00 payable at the time you request the unofficial transcript. You may make copies of your unofficial transcript if desired.

COLLEGE APPLICATIONS:

- The first 5 college applications will be processed at no charge to the student.
- Beginning with the 6th application that requires your counselor to complete anything (i.e. recommendation, Secondary School Report, rank verification) the processing fee is \$20.00 per application.
- The processing fee must be turned in with the Application Tracking Form. **NOTE:** Applications will not be processed until the fee is paid. A check or a money order made out to TWHS or cash is acceptable. Credit cards are not accepted.

SCHOLARSHIP APPLICATIONS:

- There are no processing fees for scholarship applications, but transcript fees may apply.

College Visits

- ~ Log on to Family Connection account. You must sign up on your student account, NOT the parent account!
- ~ Click on the colleges tab.
- ~ Click on view all upcoming college visits.
- ~ Locate the event you want to attend, and then click on sign up.
- ~ Read the details, and then click on sign me up.

Print out the confirmation page because you will use it as your pass for the college visit. You must have your teacher sign the pass to allow you to go to the college visit. You are responsible for any missed class work.

Scholarship Information

Log on to Family Connection and click on the colleges tab. Then click on “scholarship list” to get scholarship information. You can download scholarship applications directly from Family Connection or the scholarship website. Follow the instructions on the application regarding submitting the application.

WHAT YOU NEED TO KNOW ABOUT TWHS DEADLINES

- All applications that require a counselor recommendation, Secondary School Report (SSR) or applications with a counselor section or counselor signature must be registered in the College and Career Center **at least fifteen (15) school days** before the official application deadline. Counselors establish priorities based on application deadlines as well as the dates the materials are turned in.
- All initial requests for counselor recommendations must be accompanied by an Application Tracking Form along with a printed copy of the Student Brag Sheet and resume. The Student Brag Sheet and resume are completed online on your Family Connection account. You must also include the document(s) from the application that the counselor needs to complete. Please make sure to sign and date the documents if required. You must also submit any additional materials that your counselor may require.
- Subsequent requests for counselor recommendations should be accompanied by an Application Tracking Form along with the document(s) that your counselor needs to sign or complete.
- Pay close attention to school holidays and deadlines that occur during winter and spring break. **The deadline to request recommendations due December 15 – January 15 is November 16, 2011.**
- Please note: Counselors are not in the office during the holidays.
- Transcript requests should be made NO LATER THAN five (5) school days prior to the official deadline.

Please use the calendar below to submit your request for counselor or teacher recommendations.

<i>If your application is due on:</i>	<i>You must submit documents to your counselor or teacher no later than:</i>
October 15	September 23
November 1	October 10
November 15	October 24
December 1	November 2
December 15 – January 15	November 16

It is important that you follow deadlines. Your counselors are anxious to help you get into the college of your choice, but they must have sufficient time to write good recommendations. They cannot guarantee that they will be able to process your applications to meet the deadline if you turn in your requests after the dates listed above.

NEED HELP WITH YOUR COLLEGE APPLICATION?

Application Help Sessions are scheduled in the College & Career on the dates and times below. Bring your college application user name and password to the College & Career Center to get help with your application.

October 4 - Application Help Session #1, College & Career Center, 5:30 – 7:30pm
October 25 - Application Help Session #2, College & Career Center, 5:30 – 7:30pm
November 7 – Application Help Session #3, College & Career Center, 5:30 – 7:30pm
November 29 – Application Help Session #4, College & Career Center, 5:30 – 7:30pm

Texas A&M University Application Help Sessions: September 21, 2011, 10:30am – 1:30pm

TAMU Admissions Counselor will be here to assist and answer questions. Be sure to bring your user name and password with you to get help.

TAMU Session 1: 10:30 – 11:00am
TAMU Session 2: 11:00 – 11:30am
TAMU Session 3: 11:30 – 12:00pm
TAMU Session 4: 12:00 – 12:30pm
TAMU Session 5: 12:30 – 1:00pm
TAMU Session 6: 1:00 – 1:30pm

Remember, YOU MUST SIGN UP TO ATTEND an application help session. Sign up in the College Visit section on Family Connection. Bring your application user name and password so that you can access your application.

Follow the instructions below to sign up for an Application Help Session.

To sign up for a College Application Help Session:

- ~ Log on to Family Connection. Remember to sign up on the student account, NOT the parent account!
- ~ Click on the colleges tab.
- ~ Click on view all upcoming college visits.
- ~ Locate the event you want to attend, and then click on sign up.
- ~ Read the details, and then click on sign me up.

Please go to the College & Career Center if you need help.

REQUESTING TEACHER LETTERS OF RECOMMENDATION

- Ask your teacher to write a recommendation for you.
- Complete a ***Teacher Recommendation Request Form**** for every teacher that you want to write a recommendation. You can get the Teacher Form on Family Connection (click on document library on the home page) or you can get one in the College & Career Center.
- Give your teacher **at least 15 school days prior to the application deadline.**
- Teachers will mail college admissions recommendations directly to the college, and teachers should be directed to send Scholarship Recommendation Letters to the College & Career Center (Room 254). Be sure to clearly indicate where the teacher letters should go on the Teacher Recommendation Request Form.
- Write a thank you note to each teacher you've asked to write a recommendation.
- Follow up with the teacher to make sure the letter has been sent as per request.

TEACHER RECOMMENDATION REQUEST FORM

STUDENTS:

- Complete this form and give it to your teacher **at least 15 school days before deadline.**
- For **College Applications**, provide your teacher with a stamped addressed envelope as well as any forms required by the college. NOTE: The return address should be:
 The Woodlands High School
 6101 Research Forest Drive
 The Woodlands, TX 77381
- For **Scholarship Applications**, provide your teacher with any forms required by the specific scholarship.

TEACHERS:

- **Please mail the college recommendation letter(s) directly to the college, and send scholarship recommendation letters to the College & Career Center (Room 254).**

Student's Name _____

Email Address _____

Teacher's Name _____ Today's Date _____

Thank you for agreeing to write this letter of recommendation. I think you are a teacher who knows me well and who can accurately evaluate my potential for academic success in college. This information may be helpful to you as you write the recommendation for the following schools/scholarships.

Name and Address of School or Scholarship	Official Deadline
	Date Due _____ Check one: Postmark date _____ Received by date _____
	Date Due _____ Check one: Postmark date _____ Received by date _____
	Date Due _____ Check one: Postmark date _____ Received by date _____
	Date Due _____ Check one: Postmark date _____ Received by date _____

STUDENTS: If you have already submitted this form to the same teacher, it is not necessary to complete the information below, unless you wish to change or give additional information.

1. I think my academic strengths are....
 - a.
 - b.
 - c.
2. I think my personal strengths are....
 - a.
 - b.
 - c.

3. My most memorable academic experiences in your class were....
 - a.
 - b.
 - c.

4. The most important things I learned in your class were....
 - a.
 - b.
 - c.

5. I am considering the following college majors because....
 - a.
 - b.

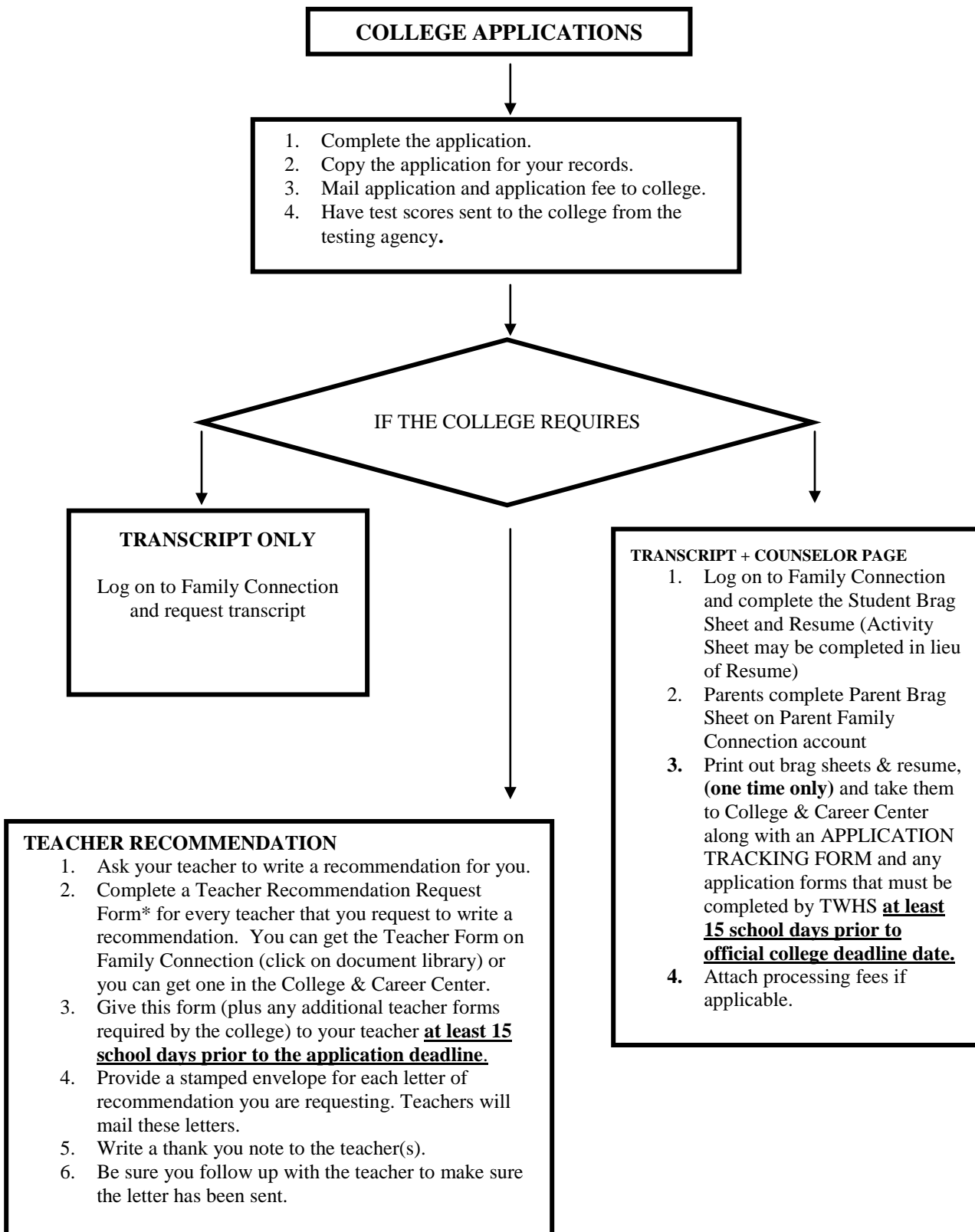
6. Things I would like the college admissions and/or scholarship committee to know about me are....
 - a.
 - b.
 - c.
 - d.

7. The specific things I hope you will discuss in this letter are....
 - a.
 - b.
 - c.

8. Additional information that might be helpful....
(You may attach a resume to this form if you wish. But remember that the teacher recommendation will focus on you as a student in this teacher's classroom.)

Again, thank you. I know this is a big time commitment. I appreciate it.

SUBMITTING COLLEGE AND SCHOLARSHIP APPLICATIONS



SCHOLARSHIP APPLICATIONS

1. Complete the scholarship application.
2. Copy the application for your records.
3. If nothing is required from the school, mail application to scholarship agency or submit as directed on scholarship application.

IF THE SCHOLARSHIP APPLICATION REQUIRES

- TRANSCRIPT ONLY**
1. Log on to Family Connection and request transcript

COUNSELOR SECTION

- TEACHER RECOMMENDATION**
1. Ask your teacher to write a recommendation for you.
 2. Complete a Teacher Recommendation Form* for every teacher that you request to write a recommendation. You can get the Teacher Form on Family Connection (click on document library) or you can get one in the College & Career Center.
 3. Give your teacher **at least 15 school days prior to the application deadline.**
 4. Scholarship Recommendation Letters should be turned in to the College & Career Center, so make sure your teachers knows this.
 5. Write a thank you note to the teacher(s).
 6. Be sure you follow up with the teacher to make sure the letter has been sent as per request.

- If counselor has previously written a recommendation for you, or if application does not require a letter:
1. Complete Application Tracking Form and check if you need a letter of recommendation if one is needed.
 2. Return completed scholarship application and all attachments to College & Career Center **at least 5 school days prior to deadline.**
 3. Log in scholarship on Family Connection and print out FC scholarship application page.
 4. Entire application will be mailed by TWHS.

- If application requires a counselor letter and your counselor has **not** previously written one.
1. Log on to Family Connection and complete the Student Brag Sheet and resume. The Activity Sheet may be completed in lieu of the resume if desired.
 2. Parents complete Parent Brag Sheet on Parent's Family Connection account.
 3. Print brag sheets and resume, and take them to the College & Career Center along with an APPLICATION TRACKING FORM and any application forms that must be completed by TWHS **at least 15 school days prior to the application deadline.**
 4. Log in scholarship on Family Connection.

Application Tracking Form (please PRINT)

Today's Date _____

Student's Name _____ Phone _____

Email _____

Student ID # _____ Graduating Class of _____

This request is for (check one):

_____ College application _____ Scholarship application

Have you submitted your application? _____ YES _____ NO
If no, when will you your application _____

Check what you need:

_____ Transcript
All transcripts must be requested on Family Connection. Please allow 5 school days for transcript to be processed.

_____ Counselor Signature/Counselor Section

_____ Secondary School Report/Counselor Recommendation Letter
Student and Parent Brag Sheets must be completed on Family Connection for this request. Print and attach copies of Brag Sheets and resume to this form. Allow 15 school days for processing.

Should teacher recommendations accompany this application? _____ YES _____ NO

If you answered YES to the question above, please indicate from whom you requested teacher recommendations:

Do you need anything else? _____ YES _____ NO

If yes, please explain _____

Where should this application be mailed?

Name of College/Office / or Scholarship _____

Address _____

City/State/ZIP _____

OFFICIAL Application Deadline _____ Postmark _____ Received By _____

Please indicate alternate deadline date if you are requesting an earlier deadline _____

Explain why you are requesting an earlier deadline _____

This section is for TWHs Office Use Only

Letter School Form Schedule Other Entered in Counselor's Office by _____

Notes: