

## **Parkland High School College Application Procedure**

Parkland High School processes thousands of college applications each school year. In the past, Parkland High School has required students to submit all parts of an application to the counseling office for processing. However, colleges now offer various options for submitting application information. Some colleges accept applications electronically, on disc format, or during a visit, as well as, the traditional paper application. Therefore, it is necessary for the high school counseling office to be aware of the method students are using to submit their applications. The following guidelines should be used in the college application process.

1. For all students, it is necessary to complete a transcript release form. This is a form that the student and the parent (if the student is under 18 years of age) must sign allowing Parkland High School to release official academic information to colleges.
2. Students must allow at least ten school days for processing information. Please pay particular attention to deadlines.
3. Students will bring their requests to the secretary in the counseling office. The secretary will complete a checklist of materials received and any special instructions. Each college has specific requirements for processing applications. Students must carefully review what the college is requesting. If a college requires students to submit all application material together, the student must include all parts of the application together when submitting their request. If the college does not require all parts of the application to come in one package, the student has the option of submitting the application independently and requesting that Parkland High School send an official transcript and any additional materials the counselor needs to complete. This may include a secondary school report, a mid-year school report, and/or a counselor recommendation form. If a college requests a counselor recommendation, the student will complete a recommendation profile when submitting their request.
4. Many colleges will require that students submit teacher recommendations. When a student is asking a teacher to write him/her a recommendation, the student must supply the teacher with a stamped envelope(s) addressed to the institution(s) and any recommendation forms that may be provided by the college. We suggest that students provide teachers with a profile to assist the teacher in writing the best recommendation possible. We encourage students to ask teachers for recommendations well in advance of deadlines. Teacher recommendations are not processed through the counseling office.

Note: Scholarship applications are to be handled in the same manner.