



Senior College Planning Spotswood High School

Twitter: @SPSD Counseling



What to Consider When Choosing a College

1. Types of Majors & Degrees Available
2. Location
3. Cost
4. Financial Aid Opportunities
5. Admissions Rate
6. Admissions Criteria
7. Graduation Rate
8. Internships & Hands-on Opportunities
9. Campus Facilities
10. Career Services

Demonstration of Interest

- ❑ Visit college campuses
 - Open houses, campus tours
 - Attend a class
- ❑ Interview if available
- ❑ Explore academic services
 - Tutoring, writing center, career counseling/placement
- ❑ Visit college websites
- ❑ Utilize Naviance
- ❑ Attend college rep visits at the high school

Types of Admissions

- ❑ Regular Admissions
 - Submit application by a specific deadline
- ❑ Rolling Admissions
 - Application Period
 - First Come, First Serve
- ❑ Early Decision
 - You agree to attending this school if you are accepted
 - You may apply to only ONE school Early Decision
 - This option is binding
- ❑ Early Action
 - Not bound to attend school if accepted
 - May apply to more than one school Early Action

College Application Musts

- ❑ Start/ plan early
- ❑ Organize your applications by deadlines
 - ❑ Financial aid and scholarship deadlines may be different that application deadlines, this includes the FAFSA and CSS profile
- ❑ Allow enough time for writing and revising your college essay

SAT & ACT

- ❑ Send official test scores directly to each college via the testing website
 - SAT: [Collegeboard.org](https://collegeboard.org)
 - ACT: [ACTStudent.org](https://actstudent.org)
- ❑ Official scores may only be sent this way
- ❑ Allow ample time when sending your scores before the college application deadline

Senior Transcript Release Form

- ❑ Must be submitted for every school the student applies to a minimum of 10 school days before the application deadline
- ❑ On the form, students will indicate:
 - The school they applied to
 - How they applied (college application or common app)
 - The application type (regular decision, early action, early decision, etc)
 - The letters of recommendation to send
 - The application deadline

Spotswood High School
 School Counseling Department
 105 Summerhill Road
 Spotswood, NJ 08884
 Phone: 732-723-2200 x1040
 Fax: 732-251-7666
 CEEB Code: 311-412




FOR OFFICE USE ONLY	
Received by:	
Date:	
TRANSCRIPT & MATERIALS SENT	
Sent by:	
Date:	

**Senior Transcript Release Form
 College Applications & Scholarships**

Student Name: _____ Birth Date: _____ Counselor: _____

- Complete this form for each college, program or scholarship to which you plan to apply.
- If the college, program or scholarship does not participate in the eDoc/CA program the transcript will be mailed (USPS). Please bring this completed form, a 9x12 envelope addressed to the institution or scholarship, clip 4 first-class stamps to this form (do not place stamps or a return address on the envelope)
- After completing the above steps, bring all materials to the School Counseling Office.

NOTE: School Counselors require at least 10 school days to process your college application from the date you submit your Transcript Release Form. This request to process your transcript and letters of recommendation should be given to your counselor only after you have confirmed in Naviance that your teachers' letters of recommendation are complete.

Method of Submission:	Type of Application:	Information Requested:
<input checked="" type="checkbox"/> <i>Check one</i> <input type="checkbox"/> CA /Common Application <small>(must indicate on Naviance that you applied via CA)</small> 	<input checked="" type="checkbox"/> <i>Check all that apply</i> <input type="checkbox"/> Early Action <input type="checkbox"/> Early Decision <input type="checkbox"/> Rolling <input type="checkbox"/> Regular <input type="checkbox"/> Scholarship <input type="checkbox"/> Rutgers (self-reported grades-SRAR) <input type="checkbox"/> Middlesex County College	<input type="checkbox"/> Official Transcript <input type="checkbox"/> School Profile <input type="checkbox"/> School/Counselor Report <input type="checkbox"/> Letters of Recommendation <small>(let whose letters should be included must be marked "complete" on Naviance)</small> 1. _____ 2. _____ 3. _____
<input type="checkbox"/> eDoc 		
<input type="checkbox"/> Mail (USPS) <small>(see above for required materials)</small> 		

I authorize that the records of the person named above be sent to:
 (Include the full name and title of person to receive transcript and/or name and address of receiving institution).

Institution or Scholarship:

Name: _____

Address: _____

Application or Scholarship Deadline Date: _____

SHS does not release SAT I, SAT II, ACT, or AP scores. It is the student's responsibility to send official scores as required by the college. You must send scores directly through College Board at www.collegeboard.org or the ACT website at www.ACT.org.

Release Provisions: Federal law prohibits the release of pupil records without signed permission. NJ Administrative Code #6.3-2.6 states, "Organizations, agencies, and persons from outside the school shall have access to pupil records if they have written consent of parents or adult (age 18) pupils."

I have read the description of the law as written above and pursuant to that law hereby authorize the release of a transcript.

 Signature (Parent/Guardian if student is under 18 years of age)

 Signature of Student

Students are responsible for:

- Submitting college applications
- Sending official SAT and/or ACT scores through the testing website
 - SAT: [Collegeboard.org](https://collegeboard.org)
 - ACT: [ACTstudent.org](https://actstudent.org)
- Completing their *Naviance Brag Sheet* (used for letters of recommendation)
- Requesting letters of recommendation from counselor/teachers
 - In person and through Naviance
- Completing *Senior Transcript Release Form*
- Requesting mid-year grades in January *if requested by college*

School Counseling will submit:

- ❑ Official Transcript
- ❑ School Profile
- ❑ School Counselor Recommendation Letter (if requested)
- ❑ Teacher Recommendation Letters (student will indicate on Senior Transcript Release Form which teacher recommendation letters to send to each college)
- ❑ Mid-year grades *if requested by student*

NCAA

- ❑ Division I or Division II Athletes
- ❑ Register with the NCAA Clearinghouse
 - <https://web3.ncaa.org/ecwr3/>
- ❑ Submit a NCAA transcript release form to School Counseling

Student To Do's

- ❑ Complete Student Brag Sheet
- ❑ Request Letters of Recommendation
- ❑ Complete and submit college applications
- ❑ Send Official Test Scores via ACT/SAT website
- ❑ Confirm all documents are on file
- ❑ Submit Senior Transcript Release Form
 - minimum of 10 school days prior to application deadline
- ❑ See your school counselor with any questions!