

GWCS Community School

Dates of when you should take these steps vary depending on application due dates therefore you will need to determine your own due dates.

✓	GWCS COLLEGE APPLICATION PROCEDURES - CHECK LIST	DO BY DATE
	<p>TESTS: Consider taking the SAT or ACT for a second time – or for the first time if you didn’t take them last spring. Register online: SAT: www.collegeboard.com ACT: www.actstudent.org</p>	
	<p>RESEARCH: Just start browsing to get a feel for schools. Consider school size, location and offerings:</p> <ul style="list-style-type: none"> • Check out college websites, college handbooks, and college resource books. • Attend college fairs and talks. • Visit colleges, go on tours, observe classes, interview, and stay overnight! 	Now
	<p>RESEARCH: Utilize online college search resources to help find schools that are a good match such as:</p> <ul style="list-style-type: none"> • College Match Maker on the College Board website: http://collegesearch.collegeboard.com/search/adv_typeofschool.jsp • College Navigator : http://nces.ed.gov/collegenavigator/ • Peterson’s – Comprehensive College Guide: http://www.petersons.com • Zinch: http://www.zinch.com • Cappex: http://www.cappex.com • Unigo: http://www.unigo.com • The College Finder by Princeton Review: http://www.princetonreview.com/ 	Now
	<p>LIST: Make a list of at least 5 colleges you are interested in applying to. Include reach schools, match schools and safety schools.</p>	Before senior retreat
	<p>ESSAY: Before the senior retreat look at the websites of the schools on your list and determine which schools require an essay and what the topic of the essays are. Start brainstorming ideas for the essays and work on rough drafts. The senior writing retreat to Lake Anna in October is your opportunity to work on your essays with teacher and student support. The more thought you give to your essays before the retreat – the more likely you will be able to go home with completed essays!</p>	October
	<p>APPLY: Complete the college applications carefully. Most schools prefer applications be submitted electronically. If completing an online application, print a hard copy to proofread before sending. Review all applications before sending. Neatness and accuracy are very important. Print a final copy for your records as applications do occasionally get lost in cyberspace. College applications will be completed at home, not at school.</p>	

	<p>TEST SCORES: GWCS does not send test scores. If you have taken the test at GWCS we will include your scores on your transcript but they still need to be sent from the official testing center. If test scores were not requested to be sent when you registered, log back into the testing website and request your official scores for the SAT Reasoning tests, SAT Subject tests and/or ACT test be sent directly to all colleges you have applied – the first four are free. SAT: www.collegeboard.com ACT: www.actstudent.org</p>	
	<p>LETTER(S) OF RECOMMENDATION: (minimum 3 weeks in advance of application deadline) Write a letter to any GWCS teachers/administrators asking them to write you a college letter of recommendation. Include the following: (1) why you are asking them to write your letter, (2) information on your accomplishments they may not be aware of, (3) anything specific you would like them to address in their letter, (4) list of schools you are applying to and their deadlines, (5) majors you are interested in pursuing, (6) your gratitude for their time and efforts.</p>	
	<p>COUNSELOR EVALUATION FORM / SECONDARY SCHOOL REPORT: (minimum 3 weeks in advance of application deadline) Most college applications require that your counselor complete a Secondary School Report or Counselor Evaluation Form (provided by the college). At GWCS this form is completed by Ms. Warden. Complete the top of the form and submit them to Mrs. Sinichko at least three weeks before the application deadline along with your Transcript Request Form. Many colleges provide a way to do this electronically in which case you would provide Ms. Warden’s email: wardenac@gwcommunityschool.com</p>	
	<p>TEACHER EVALUATION FORM: (minimum 3 weeks in advance of application deadline) Some colleges also require a Teacher Evaluation Form (provided by the college). Complete the top of the form and submit them to Mrs. Sinichko at least three weeks before the application deadline along with your Transcript Request Form. Many colleges provide a way to do this electronically in which case you would provide your teacher’s email address.</p>	
	<p>TRANSCRIPT REQUEST: (minimum 3 weeks in advance of application deadline) Complete the Transcript Request Form or email Mrs. Sinichko a list of the schools you are applying to including the following information for each college:</p> <ul style="list-style-type: none"> • Your Name • Name of College & Complete Admissions Office Address • Common App? Yes or No • List any Supplementary Forms required by the college • Application Deadline Date & Type (EA, ED, Regular, Rolling or Priority) <p>Teachers will provide Mrs. Sinichko with completed letters of recommendation and they will be submitted along with your transcript and any other necessary forms student has provided.</p> <p>Mid-term transcripts (with 1st semester grades) will automatically be sent to the colleges on your list and a final transcript will automatically be sent to the college you select at the end of June.</p> <p>Important – if you decide NOT to apply to a college on your list – please let Mrs. Sinichko know immediately so that time isn’t wasted writing letters of recommendation and mailing transcripts.</p>	