



Arundel High School

School Counseling Department



TRANSCRIPT REQUEST CHECKLIST

Student Responsibilities in order to have your transcripts sent to colleges and universities:

- 1.) Complete a hard-copy of your college application or complete the application online.
- 2.) Make your requests to have your transcript sent by logging each request on your account through the FAMILY CONNECTION BY NAVIANCE website at:

<https://connection.naviance.com/arundelhs>

*If you do not remember your password or username for the FAMILY CONNECTION BY NAVIANCE website, please see your counselor.

- 3.) Complete the Transcript Request Packet and turn it into our School Registrar with the transcript request fees. **The cost is \$2 for each request.** Our office has a standard secondary school report form that we use for your transcript packet; however, there are some schools that require their specific form to be used. If you find that is the case for your school, you will need to provide that form to the School Registrar with your Transcript Request Packet.

The transcript packet that we prepare for you will include your transcript, our school profile, the secondary report and a letter of recommendation from your counselor if you request it.

***You must turn in the Transcript Request Packet and fees into our School Registrar during Wildcat Hour - if you have a partial schedule please come in during CATS. All requests must be made in a timely manner. Our office requires two weeks advance notice for transcript requests.**

- 4.) Request your SAT/ACT scores be sent directly by College Board or ACT

***ARUNDEL HIGH SCHOOL DOES NOT SEND SAT or ACT SCORES TO COLLEGES**

- 5.) Meet with your counselor and teachers if letters of recommendation are a requirement for your college applications. Remember that counselors require **two weeks** advance notice and teachers require **four weeks** advance notice for letters of recommendation.
- 6.) Mail your college admissions application packet to the college. This will include your application (if you prepare a hard-copy), your transcript, and your letters of recommendation. There may be additional items that your college requires to complete the application process which you could also be required to include in your packet.

Before sending your application, make sure it is prepared in a neat and organized fashion and submitted in a timely manner in order to meet your college admissions deadlines.

TO SEND YOUR TRANSCRIPTS AT MID-YEAR:

Some colleges may require that a mid-year transcript be sent to them. Your transcript will be updated with your 1st semester grades in early to mid-February. Please make your request at that time.

- 1.) Make your requests to have your transcript sent by logging the name of each school in on your account through the FAMILY CONNECTION BY NAVIANCE website at:

<https://connection.naviance.com/arundelhs>

*If you do not remember your password or username for the FAMILY CONNECTION BY NAVIANCE website, please see your counselor.

- 2.) Fill out the MID-Year Transcript Request form and turn it into our School Registrar with the transcript request fee. **The cost is \$2 for each request.**

ARUNDEL HIGH SCHOOL CEEB CODE – 210570

You will need to report this code for taking the SATs, ACTs, NCAA, College admissions applications and possibly financial aid and scholarship applications.

IF YOU ARE PLANNING TO PLAY SPORTS IN COLLEGE:

You must register through the NCAA national clearinghouse at:

<http://eligibilitycenter.org>

Once you have registered, you must request your preliminary transcript to be sent to the clearinghouse. Once you graduate, a final transcript must be sent to them.

IF YOU NEED TEACHER LETTERS OF RECOMMENDATION

Prepare a recommendation request packet for your teacher. This should include a copy of your academic resume, student questionnaire and parent questionnaire from our office's Transcript Request Packet. Please give this packet to your teachers **four weeks** before your college deadlines.



COLLEGE RECOMMENDATIONS SELF-EVALUATION



Name _____ ID# _____ Date _____

Your counselor would like for your letter of recommendation to be an accurate reflection of your history and abilities. Therefore, it is important that you **answer all questions in detail**. You may complete this evaluation on your computer and attach a typed copy to this form.

ACADEMIC:

1. Is your high school academic record an accurate measure of your ability and potential? [If yes, why?] [If not, why not: What do you consider the best measure of your abilities?]

2. Describe what you believe are your academic strengths. (List specific characteristics & skills, e.g. great writer. Also list specific subjects, e.g. English)

3. What is the most important thing that you want the college to know about you?

4. Give a specific example of a rewarding academic experience for you at this high school?

EXTRA CURRICULAR ACTIVITIES/AWARDS & ACCOMPLISHMENTS:

5. Describe specific activities in which you have participated during your high school years. Include leadership, sports, arts, clubs, etc. (A separate detailed Academic Resume maybe attached if one has been already prepared for colleges.)

6. Which of the activities listed above are the most important to you and why? (Describe one or two.)

7. In what activities and/or organizations have you participated in outside of school? Describe specific responsibilities and incidents relating to these activities that are meaningful to you.

8. What awards, special accomplishments and unique interests, either in or out of school, would you like to highlight?

9. Have you held any jobs? If so, describe your specific duties and responsibilities.

CIRCLE THREE WORDS THAT BEST DESCRIBE YOU:

- | | | | | | |
|---------------|-------------|-----------------|---------------|-------------|-------------------|
| hardworking | moral | determined | positive | focused | humorous |
| optimistic | analytical | organized | responsible | visionary | animated |
| mature | flexible | imaginative | goal-oriented | active | ingenious |
| witty | dedicated | multitalented | ambitious | intelligent | executive-caliber |
| meticulous | independent | original | professional | motivated | amiable |
| well-educated | athletic | detail-oriented | honest | creative | _____ |

SUBJECTS INTERESTED IN STUDYING DURING COLLEGE:

CAREER CHOICE

6 YEAR PLAN/GOAL:

10. On the bottom of this sheet, describe any life impacting events that have required you to overcome obstacles and adversity.



PARENT QUESTIONNAIRE



Your son/daughter's counselor will be writing a letter of recommendation as part of the transcript process. This letter is vital part of the application that is reviewed by the Admission Offices. In an effort to provide the schools with unique information about your child that is not found on their transcript, resume or personal statement, we are asking for your input.

1. Name of parent(s) who filled out this questionnaire:

2. Did either parent attend college?

3. If attended college, name of father's college?

4. If attended college, name of mother's college?

5. List relationship to student of any other family member who attended college and college attended?

6. List 3 adjectives that best describe your adolescent?

7. Describe a significant childhood experience and how your child handled it?

8. What do you consider to be his/her outstanding personality traits? Tell of a situation in which these qualities were evident.

9. Are there any unusual or personal circumstances that have affected your child's education? (marriage, divorce, adoption, death, etc.) How has that contributed to his/her development as a student?

10. Is there any other information that you feel would help if included in this recommendation letter?

STUDENT CREDENTIAL ACADEMIC RESUME

The following is a recommended format for the Student Credential/Academic Resume. Please follow carefully and submit all information requested. Include as much information as possible. BUT DO NOT EXCEED ONE PAGE BACK-TO-BACK, as admission counselors will not have time to read more! A copy of this information will be sent to the colleges listed on your Transcript Request/Release of Records form.

Sample Student
1001 Annapolis Road
Gambrills, MD 21054

Social Security #000-00-0000

Birthdate: 00/00/0000

GRADE 12

SCHOOL: Project Community, Peer Mediation, Step Team, Varsity Field Hockey Co-Captain

COMMUNITY: Volunteer 12 hours per week at Baltimore Soup Kitchen, Praise & Worship Liturgical Dance at Ebenezer AME Church, Babysitter at Columbia Athletic Club

GRADE 11

SCHOOL: Project Community, Peer Mediation, Varsity Field Hockey

COMMUNITY: Babysitter at Columbia Athletic Club, Participated in Greater Laurel Community Clean Up Day, Youth Council at St. Bernadine's Church.

GRADE 10

SCHOOL: Project Community, Peer Mediation, JV Field Hockey

COMMUNITY: Youth Council at St. Bernadine's Church

GRADE 9

SCHOOL: Peer Mediation training

SPECIAL HONORS OR AWARDS: Students of the month Award- October 2004, March 2003
Most Improved Award for Field Hockey

HOBBIES & INTERESTS: I have been an active member of Girl Scouts since 5th grade. I have developed very close friendships with the girls from my troupe. We have participated in leadership activities, community service and fundraising.

FUTURE PLANS: I would like to be a School Counselor in an urban school.

SECTION III: COUNSELOR *A recommendation letter may replace Section III*

Please comment on the following items which reference the student’s ability and character. Attach additional page(s) if more space is needed.

Academic Ability:

Personal Character:

Are there any extenuating circumstances that have affected the student’s performance? Yes No

If yes, please describe the circumstances:

Compared to other college-bound students in his/her secondary school class, how do you rate this student:

No Basis		Below Average	Average	Good Above Average	Excellent Top 10%	Outstanding Top 5%	One of the top few encountered
	Academic achievement						
	Extracurricular accomplishments						
	Personal qualities and character						
	Creativity						

Recommendation:

- Recommended with reservations
- Recommended
- Highly recommended
- Highest possible recommendation

Thank you,
 Counselor’s Signature: _____ Date: _____

