

# **General Information**

## **Appointment Procedures**

Students are assigned a counselor alphabetically by last name. To schedule an appointment, students should pick up an appointment request form in the front guidance office. This form can be turned in to either of the guidance clerks or dropped in the appointment request form box. A counselor will respond to your request.

## **Transcripts**

The records clerk handles transcript requests. You can pick up a form in the front guidance office. Make sure and request any transcripts you need well before the deadline for your school or scholarship program. If you request a transcript too close to a deadline, you will be required to mail it yourself.

Final high school transcripts are not available until after you have completed high school. You will fill out your final high school transcript request form at graduation practice. Transcripts are typically ready and mailed to colleges during the second week of June.

## **College Visits**

It is very important to visit colleges that you are interested in attending. It is not recommended to make up your mind to attend a college based solely on the website, or what your friends think of it. You will be living at the college you choose to attend for quite a while, so you should be sure that you are pleased with the campus and the town where the college is located.

Each senior is allotted two college visits during their senior year. If you have all A's and B's during your first semester of your senior year, you will be granted an additional college visit during the second semester. See the secretary in the counseling office for the forms. The form must be signed by a college official and turned back in within three days of the college visit.

## **Letters of Recommendation**

Many colleges and scholarships require letters of recommendation from your school counselor or a teacher. Some schools have a specific form for a counselor or teacher to fill out, while others just require a letter. Be sure to give your counselor or teacher ample preparation time. A good rule of thumb is to request the letter a minimum of 10 days before it is needed. This 10 day period should not include holidays or weekends. To write a good, thorough recommendation, counselors and teachers need a copy of your high school resume. Your counselor or teacher may know you well at school, but have no idea of the activities you participate in after or outside of school. A sample resume is provided in this packet on the following page.