

Methacton High School Counseling Office College & Scholarship Application Procedure

The Counseling Office requires 12 school days to process applications!

Counseling Office **must** have a release form with **parent signature** on file, before any transcripts will be released.

WATCH DEADLINES!!! If your deadline falls over a vacation period, your application must be submitted 12 school days prior to the start of vacation.

TRANSCRIPTS:

After you apply **ONLINE**, you must complete the transcript request form. Bring your completed paperwork, school/counselor reports, essay, and resume to Ms. Fisher in the Counseling Office. **All items must be complete before we will accept it. Partial paperwork will not be accepted.** The Counseling Office will then prepare your official transcript to enclose with the supporting documents. Your request will be processed and will be mailed by our office. Colleges deem transcripts official when sent directly from your high school to their office.

We will enclose the transcript and supporting documents in a school profile and insert it into a larger envelope and pay for the postage.

Due to the Score Choice option that College Board has implemented, Methacton School District will no longer be putting SAT Reasoning, SAT Subject, ACT, or AP Scores on the student transcripts. It will be your responsibility to have your scores sent directly from the testing agencies. You can request your scores be sent online for the SAT's or AP's at www.collegeboard.com and for the ACT at www.actstudent.org.

TEACHER RECOMMENDATIONS:

It is your responsibility to ask the teacher for a letter of recommendation and provide a stamped envelope addressed to the college. Include your Social Security # as this is how colleges file applications. The teacher will mail directly to the college – Teacher recommendations **DO NOT** come to the Counseling Office. Please follow up with your teacher(s) two weeks after you have made your request(s) to make sure your letters were processed. Teachers appreciate gentle reminders.