

DAMASCUS HIGH SCHOOL
IMPORTANT GENERAL INFORMATION FOR
APPLYING TO POST-SECONDARY SCHOOLS

1. SOCIAL SECURITY NUMBER

Most schools file applications and all records under social security numbers. If you do not have one, please apply for one immediately.

2. SAT, ACT and SAT II TESTS

You are responsible for registering and taking the necessary tests for college admissions. Registration forms are available online. For SAT, it is www.collegeboard.com and for ACT, it is www.act.org. If you are unsure which tests to take, please see your counselor immediately. Some colleges also require you to take one or more SAT II tests for admission and/or placement. Your application form from the individual college will tell you if you need to complete these additional tests and by what date. Please read carefully the colleges' application for this information!

3. VISITS TO POST-SECONDARY SCHOOLS

We encourage you to visit colleges. Some may decide to visit prior to applying (this can save application money if, when you visit, you decide this school is not the one for you!) or you can visit after applying. We strongly suggest that you make an appointment with the admissions office for your visit and arrange a campus tour as well as a visit to the department of you anticipated major. If possible, arrange an overnight stay in a dorm and attend a typical freshman class. In doing all this, you will gain a true picture of life and education at a particular school. MCPS allows three days excused absences for college visits providing **permission is granted beforehand by your grade administrator**. Hints for a successful school visit are included on a separate sheet.

4. APPLICATIONS FOR ADMISSION

You are responsible for obtaining the admissions application from each school. Most schools permit and encourage you to apply online. You may also write to or call a school for an application. If you are applying to a Maryland public school, applications are available in the Career Center. Mr. Martin also has some applications from private Maryland schools, as well as other schools from across the country. You can check with him to see if he has an application you need. Keep in mind that all post-secondary schools require a fee with the application. Fees range from \$25 to \$75.

Remember: you never get a second chance to make a good first impression! Your application is the first impression the admissions counselors will have of you. Make it the best possible! Be neat (if written, no cross-outs!), read all instructions before you begin to fill in your information, type or use black ink,

if hand-written. Check and re-check all information for accuracy and neatness before sending your application. Make a copy of your application, whether online or handwritten, for your own keeping.

5. APPLICATION ESSAY

Most schools require you to include an essay with your application. Some schools allow you to choose what you write while other schools provide specific topics for your writing. Your application will give directions about the essay. Your Honors and regular DHS English classes provide an opportunity for you to write a draft college essay and receive teacher feedback on this essay. This is a wonderful way for you to be sure your writing is on-topic and structurally and grammatically correct. Don't be afraid to ask your English teacher for help!

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6. AUTHORIZATION TO RELEASE PUPIL RECORDS/TRANSCRIPT RELEASE FORM

This form needs to be signed by the student and parent in order for official transcripts to be sent. By signing this form, parents and students are giving DHS permission to send academic records. This form needs to be completed only one time.

7. TRANSCRIPT REQUESTS

Included in this packet is a Transcript Request Form. Additional forms are available in the Counseling Office. **You must submit one form for each school in order for your official transcripts to be sent.** All schools require a transcript with the application. The transcript includes final semester grades from grades 9, 10, and 11 with a cumulative grade point average and a weighted grade point average (this average reflects extra points for advanced classes where you earned an A, B, or C grade). This transcript is a picture of your academic record in high school. An application is not a complete packet to the college until a transcript is received by the college.

8. SECONDARY SCHOOL REPORTS

Some schools include with their application a Secondary School Report. This must be completed and sent by DHS. Please fill in the section with your name and other information required by you. If the college receives transcripts electronically, i.e., through Naviance or Common App, the secondary school report is completed by the counselor electronically.

9. COUNSELOR RECOMMENDATIONS

Most schools require counselor recommendations. Some schools provide forms to be completed by the counselor. Other schools require recommendations to be written on school letterhead. Some schools require both. If there is a form to be completed, please fill in the section with your name and other information required by you. Again, only if DHS is mailing the transcript and supporting documents. Otherwise everything is sent on line.

10. SENIOR INFORMATION SUMMARY

PERSONALITY TYPE

RESUME/GAME PLAN

Please complete these **REQUIRED** documents on the Naviance program.

These are to be completed and turned in when you submit your first Transcript Request Form. You need only submit this once to your counselor. However, you need to make copies of the form and give to teacher(s) you are requesting write you a recommendation.

11. TEACHER RECOMMENDATIONS

Many schools require one or more teacher recommendations. Ask the teacher(s) face to face as soon as possible if they are willing to write you a recommendation. Once they have agreed, you can request through Naviance. If the recommendation is being mailed, give them a copy of your Senior Information Summary from Naviance, a form to complete the recommendation if the school has provided one, and a stamped, addressed business envelope for each school. You should also let them know the deadline for the recommendation to be mailed. Teachers may also send your recommendation through Naviance. It is your responsibility to follow up with the teacher(s) to assure that the recommendation has been sent or mailed by the deadline.

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❖ **ALLOW THREE WEEKS FOR THIS PROCESS!**

- ❖ Make an appointment with Mrs. Carey, Registrar. The appointment clipboard in the counseling office.
- ❖ Bring the following to the appointment:
 1. Authorization to Release Pupil Records (just once signed by parent if under 18)
 2. Completed Transcript Request(s) (one per school)
 3. Senior Information Summary/Resume printed from Naviance (only once at first appointment)
 4. Secondary School Report from College Application (if the documents are being mailed)
 5. Addressed, stamped (3 stamps) 9" by 12" envelope for each application to non e-docs schools.
 6. Money for transcript fee. The first 3 transcripts are free. After the 3rd transcript request, they are \$3.00 each.

- ❖ Many colleges require mid-year reports to be sent by the Registrar. Submit a new Transcript Request Form. You should include a stamped, addressed business size envelope for each college if they do not allow electronic submission. *It is your responsibility to know if mid-year and final transcripts need to be sent to your colleges, and to make that request. They are NOT automatically sent.*