

The College Admission Process

1. 3 Type of Applications

- a. Texas Public School Application: www.applytexas.org
- b. Common Application (used by private and selective colleges): www.commonapp.org
- c. Individual Colleges and Universities (private or out of state not using Common App).

2. Managing Applications in Family Connection

- a. Move the colleges where you are applying to the “Colleges I’m Applying To” list.
- b. **AFTER** submitting your application to a college, update the application status to App Submitted by clicking on “Have You Applied.” Check that you have submitted your application.

3. Request Transcript

- a. AFTER submitting an application to a college, check the college and click on “Request Transcripts.”
- b. OR under the College Tab click on Transcripts and checkmark the colleges where you need to send a transcript. Scroll down and click on “Request Transcripts.”
- c. Transcripts can **ONLY** be requested through **Family Connection** and sent by the **Registrar, Mrs. Price**. (We are unable to send transcripts during Thanksgiving Break and Winter Break. And, transcripts take time to process; make requests at least **TWO WEEKS** in advance to meet college deadlines.)
- d. **Transcripts are \$1 each**. Payment should be submitted to Mrs. Prasifka in the counseling office immediately after you make the request . To check your account balance, click on Transcripts and “View the Status of All My Transcript Requests.” **Non-payment adds your name to the hold list, and you will not be able to purchase prom or graduation tickets.**
- e. You can also request transcripts for scholarships in Family Connection. Under the College Tab click on Transcripts and “Request Transcripts for Scholarships or Athletics.” You will need to enter an address where Mrs. Price will send the transcript.

4. Request Test Scores

- a. You must request ACT or SAT scores to be sent directly from the testing agency. If you did not send test scores to a college when you registered for the ACT or SAT, then go to act.org or sat.org to request scores.
- b. Unofficial scores are available in Family Connection. Click on the College Tab and click on “Test Scores.”

5. Texas Success Initiative (TSI) Exemption for Texas Public Colleges

- a. TSI criteria with SAT or ACT Scores
 - i. SAT - combined score of 1070 on critical reading and math with a 500 or better on the math and critical reading sections
 - ii. ACT - a composite score of 23 with a 19 on the math and English sections
- b. You will be required to take the THEA or COMPASS test if you don’t meet above exemption criteria. Your college will provide you with further information.

6. Common Application

- a. Click on “Colleges I’m Applying To” and complete the steps in the blue box. You **MUST** create a Common App account and submit the Common App FERPA Waiver through Family Connection.
- b. Click on “Colleges I’m Applying To” to request Letters of Recommendation from teachers. If your teacher is not available for selection, please contact your counselor.

7. Letters of Recommendation (LOR)

- a. To receive an LOR from a counselor, you must complete all steps on the next page and submit your folder to your counselor with all required documents.
- b. You may request an LOR from a teacher through Family Connection for the Common App. For any other college or scholarship, you must visit with the teacher directly.

8. 3 Types of Scholarships (College/University : Business/National/Regional : Local/FEF)

- a. Click on Colleges; information is available under Scholarships and Money

Letter of Recommendation Checklist

To request a letter of recommendation from your counselor, you must complete each task below and submit checklist to counselor.

A. Click on the About Me Tab to complete the following. Initial on the line after completing each task.

- _____ 1. Update your **Profile** in Family Connection under the About Me Tab (make sure that your email address is correct)
- _____ 2. Complete **My Game Plan**
- _____ 3. Complete the **Personality Type Survey**
- _____ 4. Complete the **Resume** (or attach a typed resume to this checklist)
- _____ 5. Complete the **Letter of Recommendation Survey** (link located on left-hand side of page)
- _____ 6. Parent must log in to the parent side of Family Connection and complete the **Parent Survey**
- _____ 7. Print four copies of the **Teacher Info to Counselor page**. Complete the top part of the form and give to four teachers. List teacher names:

Before moving to next section, you must have completed all seven tasks above.

B. For counselor recommendation:

- 1. Student and parent must waive their right to access for a counselor LOR to be processed.
- 2. Give senior guidance folder along with this checklist to your counselor **TWO WEEKS** before you need a letter of recommendation.
- 3. Complete **Section C** so that your counselor knows where to send your Letters of Recommendation.

C. Where to Send Letters of Recommendation

College Name: _____ Application Deadline: _____	College Name: _____ Application Deadline: _____
College Name: _____ Application Deadline: _____	College Name: _____ Application Deadline: _____
College Name: _____ Application Deadline: _____	College Name: _____ Application Deadline: _____

Counselor Letters of Recommendation CANNOT be requested without submitting this form.