



## APPLICATION PROCEDURE FOR POST-SECONDARY SCHOOLS AND SCHOLARSHIP PROGRAMS

It is the student's responsibility to **OBTAIN, COMPLETE, and MAIL** all college and scholarship applications. The Guidance Department will mail official transcripts, high school report forms, school profile, and counselor recommendations as requested. Students **MUST** submit a resume of extracurricular activities with their request for counselor recommendations. All requests for the above information must be in writing via the GUIDANCE PACKAGE REQUEST FORM. Requests must be submitted to Mrs. Sheely, Guidance Clerk.

### **KNOW AND OBSERVE ALL DEADLINES!**

- Students must have a signed **Authorization to Release Records Form** on file in the guidance office.
- The Guidance Staff will process all requests within **5 school days** from the date of submission.
- **All requests must be signed into the transcript log** at least **10 school days** before the institution's deadline. *Any request presented that has an immediate or past deadline cannot be guaranteed.*
- **Supplemental materials for applications due in January must be requested by Monday, December 8, 2008.** Counselors will not be available to process applications during the holiday vacation.

### **HELPFUL HINTS:**

- Be neat and consistent.
- Keep copies of completed applications.
- Know standardized testing requirements. **Forward your scores directly from ACT or College Board.** SAT/ACT scores are NOT included on the MHS transcript.  
[www.collegeboard.org](http://www.collegeboard.org) [www.actstudent.org](http://www.actstudent.org)
- Request recommendations early. Put your requests in writing and attach your resume to your request. Provide any necessary forms and stamped envelopes. Thank you notes are a nice touch.
- Complete the appropriate financial aid forms, i.e. the FAFSA and CSS Profile if required.
- Do not procrastinate!

Revised 9/08