

Resources

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2008-2009 Cleveland Heights High School Profile

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College Application Process – Basic Steps

1. Make a list of colleges to which you wish to apply.
2. Locate the applications for the colleges on your list (online or paper).
3. Make a folder for each college. Write the college's name on the front of the folder. Keep everything relating to each college in its own folder.
4. Determine the application deadline date for each application and write this date on the front of the college's folder.
5. Put your folders in order starting with the earliest deadline date.
6. Complete the applications in order. Remember to SIGN your application where indicated! Gather together all of the required materials needed to complete each application. Not every college asks for the same "stuff." Read each application carefully! Consider making a checklist for each school. Once the application is complete, make a copy of EVERYTHING!
7. Request a transcript. Bring everything that needs to be mailed to the college and turn it in when you request the transcript. You must request a separate transcript for each school. The first transcript is FREE; every request after the first costs \$2. You must pay the transcript fees in CASH.
8. Wait for correspondence from the colleges. You will hear from colleges if your application is not complete. If your college is on rolling admissions, you should receive a decision letter from them in around 6 weeks. If your college has a deadline, you should hear from them around 6-8 weeks after the deadline.

IF YOU NEED A LETTER OF RECOMMENDATION FROM YOUR COUNSELOR...

You must submit a completed, legible blue bio form with your first transcript request. Also, give at least three teachers a copy of the teacher input form and instruct them to return the completed form to your counselor. A letter will not be written until these items are received!

If the college provides a form for the letter of recommendation, complete the info at the top (i.e. your name, address, etc.). Turn this form in when you request your transcript.

If the college does not provide a form, when you turn in your transcript request, tell Mrs. Thornton that you need a counselor letter. She will make a note for the counselor.

IF YOU NEED LETTERS OF RECOMMENDATION FROM TEACHERS...

If the college provides a form for the letter of recommendation, complete the info at the top (i.e. your name, address, etc.). Give the form to the teacher who has agreed to write the letter. Also, give the teacher instructions for sending the letter to the college.

If the college does not provide a form, write your name and the class you took with the teacher on a blank piece of paper along with the name of the college. Give this paper to the teacher who has agreed to write the letter, include instructions for sending the letter to the college.

INSTRUCTIONS FOR SENDING TEACHER LETTERS OF RECOMMENDATION TO COLLEGES

Option #1: Instruct the teacher to give the completed letter to your counselor so that the letter can be mailed with the rest of your application packet. If you choose this option, give the teacher a reasonable deadline to complete this task. Also, let your counselor know which teacher is writing the letter.

Option #2: Give the teacher a stamped envelope addressed to the college. The teacher will mail the letter directly to the college. Again, give the teacher a reasonable deadline for completing this task.

2008 COLLEGE APPLICATION PROCESS TIMELINE

SEPTEMBER

- Seniors should be talking to parents and/or other significant people in their lives about life after high school (their experiences, desires for them, financial realities, etc.).
- Students should also be doing a lot of self-reflecting and researching colleges in order to choose schools that are most appropriate for them.

OCTOBER

- Heights counselors will meet with seniors to do group presentations on the college process and alternatives to college.
- Student should narrow down their lists of colleges to 5 – 8 schools and start applying. Students should listen to announcements, read bulletin boards in the guidance office, and read the *Senior Scene* for scholarship and other opportunities.
- Students may come to the Career Resource Center in room 001 to do research on colleges and financial aid opportunities.
- Students should make appointments with Ms. Linda Frank of the Cleveland Scholarship Corporation to talk about financial aid. Her office is in Renaissance School. She is here from 8 AM – 3 PM on Monday and Friday and takes appointments on the clipboard located outside of her office.
- Retake the SAT and/or ACT if unsatisfied with the initial scores.

NOVEMBER

- Students should be completing their college applications. College admissions representatives suggest students submit their applications by Thanksgiving. Please note: if the student needs to have his applications processed before winter break, they need to be submitted to the Registrar in the Main Office **by November 14**. This applies to both college and scholarship applications that have deadlines in December and January.

DECEMBER

- Parents should attend the Cleveland Heights Financial Aid Night on December 4, 2008 at 7 PM.

JANUARY

- File income taxes and apply for financial aid. Remember our Cleveland Scholarship representative, Ms. Linda Frank, is available in Renaissance School.

FEBRUARY – MAY

- Receive notifications from colleges (i.e. acceptance/rejection letters, financial aid award packages, etc.). Share all of this information with your counselor and the Career Resource Center staff. Finalize college choice and inform the Heights Registrar, Mrs. Thornton, on senior cap and gown pickup day.

ONGOING ACTIVITIES

- Parents and students are encouraged to make appointments with our Cleveland Scholarship Program Representative, Ms. Linda Frank, to discuss financing college.
- Students should be meeting with college representatives of their choice as the reps visit Heights High.
- Check with individual colleges about internal scholarships, special visitation days, and other special opportunities.
- Visit your top choices. If you go away to school, this will be your home for awhile.

OTHER NOTEWORTHY ITEMS

- Performing arts majors and some other special majors may have application deadlines that are earlier than the regular published admissions deadline. Performing and visual arts majors also require auditions or portfolios. Contact admissions representatives early in the fall if you are considering such a major.
- Please pay attention to and heed all deadlines. It would be a shame to miss out on an opportunity because of a missed timeline!
- More people than ever before are applying to college. Many colleges have become more selective because of this. Be sure to choose at least one "safe" school and apply to it. Remember, a school is only a "safe" school if you are willing to attend it.
- Continue scholarship searches throughout the year, paying close attention to announcements and published materials delivered to you or available in the Career Resource Center in room 001. Do not give in to "Senior-it-is!" Colleges look closely at the student's senior year curriculum and how well he executes it. An admissions officer from a 4-year Ohio public university states: "It does the student zero good to take a less than rigorous senior course load." Colleges have also been known to rescind a student's admissions if he performs poorly during the senior year.
- If you have any questions, please contact your school counselor :

<i>SMALL SCHOOL</i>	<i>COUNSELOR</i>	<i>PHONE NUMBER</i>	<i>EMAIL</i>
Legacy	Mr. Dixon	216-320-3068	m_dixon@chuh.org
Mosaic Experience	Mrs. Cahn	216-320-3057	katie_cahn@chuh.org
PRIDE	Mrs. Menefee	216-320-3090	t_menefee@chuh.org
REAL	Ms. Brennan	216-320-3069	m_brennan@chuh.org
Renaissance	Mr. Rasul	216-320-3002	h_rasul@chuh.org

Application ethics: What students need to consider

In recent years, college admissions officers and college counselors have seen a growing number of students and parents who, in an attempt to manipulate the system in their favor, are crossing the boundary between helping ensure a desired outcome and taking inappropriate actions.

The admissions process is not a game to be won at any cost. It is a complex process that demands a great deal of integrity on everyone's part, especially the school's. Here are some examples of what we consider crossing the boundary:

- Applying to binding Early Decision programs at more than one college or university. The whole point of a binding ED program is to make a contract: "If you accept me, I will withdraw all my other applications and attend your university." Many colleges now require that the college adviser sign the application along with the student and parents. The school will not send transcripts to more than one ED school or to any other schools once a student has been admitted under a binding ED program.
- Failing to withdraw your applications to other colleges when you have been admitted under a binding ED program. It isn't fair to those colleges or to the students who have applied to them for you to continue in the process just to see what happens.
- Attempting to gain release from an ED decision because you have changed your mind. The only acceptable reason for requesting release from your contract with your ED college is the inability to work out appropriate financial aid. You and your parents should discuss the cost factor when you are deciding whether to apply for ED in the first place.
- Having someone else write or heavily edit your essays. When you sign an application, you are indicating it is your work. If it is not, then you may be subject to the school's honor code.
- Submitting deposits to more than one college. If you are admitted to a college that requires a deposit by May 1 and wait-listed at your favorite college, call the college that admitted you and discuss the matter before you send your check. Your counselor can advise you how to conduct this conversation and what the appropriate behavior is.
- Stating an intended major that you have no intention of pursuing, because you think it might help your admission chances.
- Inaccurately describing your activities and accomplishments. Putting things in the best light is one thing; fabrication is something else.
- Stating to more than one college that it is your first choice.

Source: Adapted from material provided by Cary Academy, North Carolina

Handout 4F

Appendix A

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows

schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 202 260-3887 (voice mail). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Source: www.ed.gov

Sample Student Transcript

ACADEMIC / GUIDANCE REPORT

STUDENT NUMBER	STUDENT NAME	G S BIRTHDATE D X	DISTRICT
		12F	CLEV. HTS-UNIV. HTS CITY SCH DI
GUARDIAN NAME	BIRTHPLACE	SCHOOL	
	CUYAHOGA	CLEVE. HGTS. HIGH SCHL	PSAT CR49 M48 W549 10/04 ACT E18 M24 R16 S24 C21 EW18 7/06
ADDRESS/PHONE	COUNSELOR	ADDRESS	SAT CR500 M600 W570 6/06 ACT E25 M26 R24 S21 C24 EW24 11/06
		13263 CEDAR ROAD	SAT CR540 M590 W560 10/06
CITY STATE ZIP		CITY STATE ZIP	GRADUATED
	CLEVELAND HEIGHTS OH 44118		CLEVELAND HEIGHTS OH 44118
DEPARTMENT NAME	G.P.A	CREDITS EARNED	CREDITS REQUIRED
			CREDITS REMAINING
ENG	3.25	4.00	0.00
FOR LANG	3.33	4.00	0.00
HEALTH	4.00	0.50	0.00
MATH	2.67	4.50	0.00
MUSIC	3.88	4.25	0.00
PHYS ED	3.50	0.50	0.00
SCIENCE	3.38	4.00	0.00
SOC STD	2.88	4.00	0.00
Totals:	3.23	25.75	0.00
STATISTICAL SUMMARY			
RANKING (OVER. WTD)			

CLASS RANK: 118			
PERCENTILE: 74.60%			
CLASS SIZE: 464			
GPA			

OVERALL WTD: 3.23			
STATE WTD: 3.23			
EARNED UNITS			

PREVIOUS: 25.75			
CURRENT: 0.00			

TOTAL: 25.75			
TESTING HISTORY			

TEST	NAME	DATE	SCORE
OGT	MATH 10	3/14/05	ADVANCED
OGT	READ 10	3/14/05	ADVANCED
OGT	SCI 10	3/14/05	ADVANCED
OGT	SOCST 10	3/14/05	ACCELERATED
OGT	WRITE 10	3/14/05	ACCELERATED
			ATTEMPTS
			1
			1
			1
			1
			1

COMPREHENSIVE SUMMARY OF ALL COURSES TAKEN BY THIS STUDENT

THIS TRANSCRIPT IS UNOFFICIAL UNLESS SIGNED BY A SCHOOL OFFICIAL. IN NO CASE IS THIS INFORMATION TO BE RELEASED TO UNAUTHORIZED SOURCES.

COURSE NUMBER	COURSE TITLE	MK.	CREDITS	GL	DATE	COURSE NUMBER	COURSE TITLE	MK.	CREDITS	GL	DATE	COURSE NUMBER	COURSE TITLE	MK.	CREDITS	GL	DATE
WILEY MIDDLE SCHOOL 2003/2						102204AM HIST	A	0.50	10	6/09/05							
100518SPANISH 1YR	P	1.00	8	6/12/03		SUB GPA: 3.27				CUM GPA: 3.10							
100303ALG 1ST YR	A	1.00	8	6/12/03		CLEVE. HGTS. HIGH SCHL				2006/1							
						SUB GPA: 4.00				CUM GPA: 4.00							
CLEVE. HGTS. HIGH SCHL 2004/1						101132ENG 3 HONORS	C	0.50	11	1/20/06							
101112ENG 1 HONORS	C	0.50	9	1/16/04		100530SIGN LANG 1	A	0.50	11	1/20/06							
100519SPANISH 2YR	C	0.50	9	1/16/04		100026HLTH (0*)	A	0.50	11	1/20/06							
101305GEOM HONORS	C	0.50	9	1/16/04		100309ADV MATH	C	0.00	11	1/20/06							
100800CONCERT BD	A	0.50	9	1/16/04		100801SYMPHONIC BD	A	0.50	11	1/20/06							
104804IS MUSIC	S	0.25	9	1/16/04		102423PHYSICS 1	B	0.50	11	1/20/06							
101401BIO HONORS	B	0.50	9	1/16/04		100231SOC PROBLEMS	A	0.50	11	1/20/06							
1022309 WLD HIST	C	0.50	9	1/16/04		SUB GPA: 3.67				CUM GPA: 3.21							
						SUB GPA: 3.00				CUM GPA: 3.25							
CLEVE. HGTS. HIGH SCHL 2004/2						CLEVE. HGTS. HIGH SCHL				2006/2							
101112ENG 1 HONORS	D	0.50	9	6/03/04		101132ENG 3 HONORS	C	0.50	11	6/08/06							
100519SPANISH 2YR	C	0.50	9	6/03/04		100530SIGN LANG 1	A	0.50	11	6/08/06							
101305GEOM HONORS	C	0.50	9	6/03/04		100309ADV MATH	C	0.50	11	6/08/06							
100800CONCERT BD	A	0.50	9	6/03/04		100801SYMPHONIC BD	A	0.50	11	6/08/06							
101401BIO HONORS	C	0.50	9	6/03/04		102423PHYSICS 1	A	0.50	11	6/08/06							
1022309 WLD HIST	C	0.50	9	6/03/04		100232SOCIOLOGY	B	0.50	11	6/08/06							
						SUB GPA: 3.33				CUM GPA: 3.23							
CLEVE. HGTS. HIGH SCHL 2005/1						CLEVE. HGTS. HIGH SCHL				2007/1							
101122ENG 2 HONORS	A	0.50	10	1/21/05		100161AF/AM LIT	A	0.50	12	1/19/07							
100307ALG 2ND YR	C	0.50	10	1/21/05		100532SIGN LANG 2	A	0.50	12	1/19/07							
100800CONCERT BD	A	0.50	10	1/21/05		100309ADV MATH	C	0.50	12	1/19/07							
100027PE 1 SEM 1	B	0.25	10	1/21/05		100802SYMPHONIC WD	A	0.50	12	1/19/07							
101412CHEM HONORS	C	0.50	10	1/21/05		100425BIO 2ND YR	B	0.50	12	1/19/07							
102204AM HIST	C	0.50	10	1/21/05		101226AP GOVT	C	0.50	12	1/19/07							
						SUB GPA: 3.33				CUM GPA: 3.24							
CLEVE. HGTS. HIGH SCHL 2005/2						CLEVE. HGTS. HIGH SCHL				2007/2							
101122ENG 2 HONORS	C	0.50	10	6/09/05		100162AF/AM/DR/PT	B	0.50	12	6/07/07							
100307ALG 2ND YR	C	0.50	10	6/09/05		100532SIGN LANG 2	A	0.50	12	6/07/07							
100800CONCERT BD	A	0.50	10	6/09/05		100309ADV MATH	C	0.50	12	6/07/07							
100004PE 2 SEM 2	A	0.25	10	6/09/05		100802SYMPHONIC WD	B	0.50	12	6/07/07							
101412CHEM HONORS	C	0.50	10	6/09/05		100425BIO 2ND YR	A	0.50	12	6/07/07							
						SUB GPA: 3.17				CUM GPA: 3.23							

DATE ISSUED _____
DATE OF GRADUATION _____
SCHOOL OFFICIAL _____
REMARKS _____