

## COLLEGE APPLICATION PROCESS

### *Student/Parent/Guardian Responsibilities:*

- Complete the Common Application FERPA/WAIVER and enter your Common Application email address in Naviance. It is our policy that Marblehead High School recommendations are confidential.
- Submit Transcript Request Form - available at:
  - <https://www.marbleheadschoools.org/domain/200>
  - E-mail the completed form to [mhs transcripts@marbleheadschoools.org](mailto:mhs_transcripts@marbleheadschoools.org)
  - Submit the transcript request form at least 3 weeks prior to the application deadline. Please note due dates prior to holidays.
  - Submit a one time \$10 transcript processing fee - payments must be made through MySchoolBucks.com
- Apply online or mail paper applications (signature required). Application fee required when submitting your application electronically or via mail.
- Submit essay and other required documents (e.g. Common Application with supplements).
- Submit resume, portfolio, etc., if applicable.
- Submit 504/IEP/testing information if applicable. Please contact your school counselor if you have any questions.
- Submit ***Other/Outside recommendations*** from employers, coaches, etc. on the Common App under →Colleges →*Choose the college* (other recommenders are specifically assigned under each college you wish to receive the other recommendation. Some colleges may not accept another recommender.) →Select *Recommenders* and *FERPA* →Select *Manage Recommenders* →Choose: *coach, peer, other, etc.* →Input email address (other recommender name will appear on bottom of page).
- Send official SAT/ACT scores to colleges via [Collegeboard.com](http://Collegeboard.com) and [actstudent.org](http://actstudent.org). Allow at least two weeks for electronic submission to colleges. Some colleges allow students to self report scores, please check each college website for requirements.
- Contact the Financial Aid Office of your prospective colleges to determine FAFSA/CSS Profile deadlines. ***Please note [FAFSA](https://fafsa.ed.gov) (https://fafsa.ed.gov) is available online October 1st.***
- Athletes: Please check NCAA requirements and register online through the NCAA Clearinghouse, if applicable

### ***Counselor Responsibilities:***

The School Counseling Office will be responsible for submitting the following:

- Initial Transcript
- Mid-year transcript
- Final transcript
- Counselor Recommendation/Secondary School Report
- Marblehead High School teacher recommendations and evaluations
- School Profile