

# APPLICATION PROCESSING FORM

**HONEOYE FALLS-LIMA HIGH SCHOOL** **COUNSELING CENTER**

|                         |                           |
|-------------------------|---------------------------|
| Applicant's Name: _____ | Birth Date: _____         |
| Cell No.: _____         | Year of Graduation: _____ |

|   |   |
|---|---|
| Name & Address of College (or) Organization:<br>_____<br>_____<br>_____ | Date submitted to Counseling Center:<br>_____ |
|   | Application Due Date: _____                   |
|   | Counselor: _____                              |

Intended Major: \_\_\_\_\_

*I give permission for the items listed below to be sent to the above college/scholarship program.*

| COLLEGE APPLICATION   | OTHER   |
|---|---|
| <p><i>Student, please indicate if this application is:</i></p> <p><input type="checkbox"/> Common App   <input type="checkbox"/> SUNY App   <input type="checkbox"/> Individual App</p> <p><input type="checkbox"/> Early Decision (binding)</p> <p><input type="checkbox"/> Early Action</p> <p><input type="checkbox"/> Regular Decision</p> <p><b>HFL</b></p> <p><input type="checkbox"/> Academic Transcript</p> <p><input type="checkbox"/> Current Report Card</p> <p><input type="checkbox"/> *Recommendation Letter(s) _____</p> <p><small>Complete Family Education Rights and Privacy Act (FERPA) below.</small></p> <p><b>Student</b></p> <p><input type="checkbox"/> Added Colleges to Naviance</p> <p><input type="checkbox"/> Completed Supplements</p> <p><input type="checkbox"/> Requested SAT test scores sent from <a href="http://collegeboard.org">collegeboard.org</a></p> <p><input type="checkbox"/> Requested ACT test scores sent from <a href="http://actstudent.org">actstudent.org</a></p> | <p>_____ Past Grad</p> <p>_____ Scholarship Application</p> <p>_____ Summer Program Application</p><br><p style="text-align: center;"><b>Items to be sent</b></p> <p><input type="checkbox"/> Academic Transcript</p> <p><input type="checkbox"/> Test Scores (ACT, SAT)</p> <p><input type="checkbox"/> Report Card(s)</p> <p><input type="checkbox"/> AP Test Scores</p> <p><input type="checkbox"/> Recommendation Letter(s)</p> <p><input type="checkbox"/> IEP/504 Plan</p> <p><input type="checkbox"/> Immunization Records</p> <p><input type="checkbox"/> Other</p> |

We cannot begin processing this request until the completed form has been submitted to the Counseling Center. Return this form to the Counseling Center at least ten (10) school days prior to due date.

\*Family Education Rights and Privacy Act (FERPA)

- Yes, I do waive my right to access, and I understand I will never see the recommendations submitted on my behalf.
- No, I do not waive my right to access, and I may choose to see the recommendations submitted on my behalf.

Student's Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**CCRC Office Use Only**

Return Reply Post Card Included  YES  NO

Counselor & Date Completed \_\_\_\_\_

*(revised Aug 2017)*

# **COLLEGE APPLICATION PROCESS IN THE COUNSELING CAREER RESOURCE CENTER**

The Counseling Center will send midyear grades (7<sup>th</sup> semester report card) to the colleges.

The Counseling Center will submit final transcripts to the college after graduation upon the written request of the student during the senior exit interview held in May/June.

## **1. STUDENT RESPONSIBILITIES:**

- a. Request teacher letters of recommendation through Naviance, allow 2 weeks for teacher completion.
- b. List all colleges in Naviance – ‘Colleges I’m applying to’ section.
- c. Complete and submit college applications and supplements.
- d. Complete ‘Application Processing Form’ for each college application, submit to counseling center at least 10 school days prior to application deadline. Check college websites for these deadlines.
- e. Request AP Scores, GCC, MCC, and RIT dual enrollment credits directly from credit granting institution once final college is selected.
- f. Request SAT and/or ACT test scores from testing agencies.

## **2. COUNSELOR RESPONSIBILITIES (allow 10 school days for processing)**

- a. Complete counselor section of college application.
- b. Complete counselor letter of recommendation when required.
- c. Submit transcript, rank and test score sheet, report card, midyear report, and final transcript through Naviance.

**ANY QUESTIONS - CALL 624-7060 or 7061 HF-L COUNSELING CENTER**