Parent

**Parent questionnaire** to be turned in to the Counselor

Sign the transcript request form if the student is under 18

Complete FAFSA starting January 1st and by March 1st (some colleges have early deadlines)

Help your child stay on top of deadlines

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Student (a.k.a the applicant)

- Update Family Connection with your Colleges I’m Thinking About
- Give your parent the **parent questionnaire** to complete.
- Provide your Counselor with your completed **student questionnaire**
- Give two teachers a **teacher comment form**
- **Resume or activity list** to Counselor
- Complete the **transcript request form** (3 free, $5 after that) and submit to Counselor. Address checks to McLean HS.
- Address a 9x12 envelope and include postage (3 first class stamps) for each, with MHS as the return address

**FORMS ARE DUE 30 DAYS BEFORE THE COLLEGE DEADLINE**

- Complete the college **application**
- Write the **essay**
- Submit with fee (or fee waiver)
- Send your SAT and/or ACT scores directly from Collegeboard.org or ACTStudent.org (register if you need to take another test)
- Attend the **college visits** in the Career Center
- Check on **NCAA eligibility** if planning to play a sport in college
- Research and apply for scholarships

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Transcript Assistant

Produces official transcript, packages it up in the envelope you provide, mails it, and updates your Family Connection account.

Automatically sends 7th semester transcript in February to schools you applied to.

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Teachers

Complete a **teacher comment form** to be turned in to the Counselor

Provide a **teacher letter of recommendation** if requested and agreed to. Submit electronically or using student supplied stamped and addressed envelope.

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Counselor

Counselor meets individually with each Senior

**Letter of recommendation** upon request (needs 30 days)

**Secondary School Report Form**

Counselor collects student and parent questionnaire, teacher comment forms, resume, transcript release form, & envelopes.

QR Code: McLean College Process site

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Ms. Dawn Allison, **College and Career Center Specialist** – expert resource for all post-secondary questions. Read our NEWSLETTERS!