IMPORTANT COLLEGE APPLICATION DEADLINES AND INFORMATION

- Always allow a minimum of 10 **WORKING** days to process your request.
- The first 2 transcripts are free; thereafter there is a $5 per transcript fee that you will pay in Parchment.

IMPORTANT HOLIDAY DEADLINES

In order to accommodate major college deadlines and school holidays, the School Counseling Department needs adequate time to process the large volume of applications in a timely manner. Please adhere to the following deadlines by having all requests in to Parchment and to School Counseling (if appropriate) by the following dates:

For applications that are due to colleges by **November 1** – Parchment requests and Counselor request forms need to be in by **Monday, October 16th**.

For applications that are due to colleges by **December 1** – Parchment requests and Counselor request forms need to be in by **Monday, November 13th**.

For applications that are due to colleges by **January 1** – Parchment requests and Counselor request forms need to be in by **Friday, December 1st**.

For applications that are due to colleges by **January 15th** – Parchment requests and Counselor request forms need to be in by **Thursday, December 14th**.

Counselor Request Form

Instructions: At least 10 days before the first application deadline, complete a *Counselor Request Form* and request your transcript online through Parchment. If a counselor recommendation is required, the recommendation will be attached to the transcript when sent.

Please be sure to invite your school counselor to complete their part of your college application (for example: In Common Application).

Name of Student:

First **MI** **Last**

Cell Phone: **Email (non-HCPS):**

School Counselor:

Any information I provide may be used by my counselor in his/her recommendation.

Student Signature: **Date:**

Name of College/University	Deadline	Misc. Items: (Letters of Recommendations Other required documents)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Please list any additional colleges/universities on a separate sheet.

Student & Parent/Guardian Input for Counselor

Student Name (FULL Legal Name): _____

E-Mail Address: _____

Cell Phone Number: _____

The amount of effort that you put into this document will reflect the amount of effort that your counselor can put into your letter of recommendation.

A counselor letter of recommendation will summarize you as a *whole student*, while any teacher recommendations should provide specific details about you as a *learner in the classroom*.

Your Completed Packet Must Include:

_____ **Student Information & Self-Assessment** (pg. 4)

_____ **Activity Resume/List** (sample on pg. 5)

_____ **Parent/Guardian Response** (pg. 6)

STUDENT INFORMATION & SELF-ASSESSMENT

****Be sure to explain your answers. By providing specific details, you assist your counselor in conveying the most accurate story of who you really are to the College Admissions Committee****

PLEASE ATTACH ANSWERS ON A SEPARATE SHEET OF PAPER. (QUESTIONS 1-13 MANDATORY)

1. Are you the first in your family to attend college?
2. Which teacher will you ask to write a letter of recommendation on your behalf?
3. What are your career goals and what do you intend to study in college?
4. What three words best describe you, and why do you think they are good descriptors? **(Provide detailed examples, anecdotes, etc.)**
5. What are your personal strengths? What are your academic strengths? Give examples that document them.
6. Which classes have you enjoyed the most? Are there any specific academic experiences that stand out to you? Which classes have given you the most difficulty?
7. Life's obstacles allow us to grow. Describe an obstacle that has affected you academically &/or personally.
8. What activities have been most important to you and why? (You may choose a school-affiliated program or an independent hobbies/interests.)
9. Is your high school academic record an accurate measure of your ability and potential? If no, explain why not.
10. What, if anything, would you do differently if you had to experience high school again? If nothing, how have you made the most of your Godwin experience?
11. Describe any work or volunteer experiences you have had. How did the experience impact you?
12. Considering I may be writing a letter of recommendation for you, what would you like for me to emphasize?
13. Describe an incident in which you demonstrated strong character and/or leadership (loyalty, integrity, self-discipline, initiative, kindness, commitment to high ideals, caring for others, etc.) Think outside the box, not cheating is not the only answer!

(QUESTIONS 14-18 OPTIONAL)

14. Besides a future career, how will college benefit your academic curiosity? What else are you looking for in your college experience?
15. What three things would you want a college admissions committee to know about you? Give examples or relate a specific anecdote to explain.
16. Describe any cultural experiences and the impact it had on you.
17. If you had a motto to live by, what would it be and why?
18. What are your potential personal statement/essay topics?

(Your recommendation(s) should complement your essays, but not duplicate your efforts!)

YOUR NAME

Street Address ~ City, Virginia Zip Code
Phone Number ~ Email Address

EDUCATION
Godwin High School **2012-2016**

EXTRACURRICULAR ACTIVITIES

-
-
-
-
-
-

ATHLETICS

-
-
-

AWARDS AND ACHIEVEMENTS

-
-
-

VOLUNTEER EXPERIENCE

-
-
-

LEADERSHIP EXPERIENCE

-
-
-

SPECIAL SKILLS AND INTERESTS

-
-
-

WORK EXPERIENCE

-

You may attach your own Resume/Activity List OR use this page as your template.

PARENT/GUARDIAN RESPONSE

****Be sure to explain your answers. By providing specific details, you assist your student's counselor in conveying the most accurate story of who your child really is to the College Admissions Committee****

PLEASE ATTACH ANSWERS ON A SEPARATE SHEET OF PAPER.

Student Name: _____ Parent/Guardian E-Mail:_____

1. Please share with me the colleges you think would be a good match for your student. Why, specifically, do you feel these are a good match for your student?

2. Are there any financial and/or personal limitations that could impact where your student applies?

3. List **three adjectives** that you feel **best** describe your student. Please provide detailed examples.

4. Describe one or two major events that you see as turning points in your son/daughter's development. Explain the significance of these to his/her development.

5. Are there any unusual or personal circumstances that have impacted your child's educational or personal experiences?

6. Describe any cultural experiences and the impact it had on your student.

7. His/her greatest strength is:

8. His/her greatest weakness is:

9. Please relate anecdotes that describe your student's strengths, accomplishments, preferences, character, work habits, goals, personality, etc.

10. Is there anything you wish to add which would help me in writing a letter of recommendation for your student?