

APPLYING TO COLLEGE

Preparing the College Application

- Register for SAT or ACT if necessary.
- Update your junior year resume to include new awards, activities, and involvements.
- Read the fine print on applications regarding deadlines and early decision procedures.
- Clarion Area Information
 - CAHS school code number used on applications and testing registrations: **390663**
 - **Clarion Area High School**
219 Liberty Street
Clarion, PA 16214 **Phone: (814) 226-4701**
- Clarion Area guidance counselor: **Debbie Burford (dburford@clarion-schools.com)**
- Secretary: **Linda Schierberl (lschierberl@clarion-schools.com)**
- You started high school in **August 2011** and will graduate on **May 30, 2015**.
- **At the end of your junior year, your class size was 60. You can find your class rank and QPA on your transcript (6th semester cumulative).**

College Essays

Some colleges require essays and weigh them heavily in the decision making process.

A well-written essay can speak worlds about your attitudes, feelings, personal qualities, and creativity.

- Write about something you know and care about. Be yourself; write in your own style.
- Check grammar and spelling.

Recommendation Letters

- For both the Common App and for college specific applications, use the form **REQUEST FOR TEACHER RECOMMENDATION LETTER**, which is available in guidance. **Attach your updated resume** and give to the teacher two weeks before it's due.
- **COMMON APPLICATION:** Before submitting a teacher's name as a reference on the Common Application, check to make sure he/she is willing to write one. The teacher will submit the recommendation electronically.
- For any applications other than the Common App, **PROVIDE A STAMPED ENVELOPE ADDRESSED TO THE ADMISSIONS OFFICE OF THE COLLEGE/UNIVERSITY.**
- Many applications require a guidance counselor report, for which I will need a copy of your resume. A few competitive schools may require a letter as well. If you need one, fill out the Counselor Recommendation Request and provide detailed responses.
- Consider other sources for letters such as employers, church leaders, community service leaders, peers, and alumni.
- **WRITE A THANK YOU NOTE TO ANYONE WHO WRITES A LETTER OF RECOMMENDATION FOR YOU!!!**

Handling Completed Applications

- **Check to see that your university accepts your SAT/ACT on your high school transcript. If not, make arrangements for this to be mailed directly from the College Board to the university (ex: Penn State).**
- Many colleges/universities request that applications be submitted on-line. However you are applying, **COMPLETE A TRANSCRIPT REQUEST FORM IN THE GUIDANCE OFFICE LISTING SCHOOLS WHERE YOU WANT YOUR TRANSCRIPT SENT.** You will be responsible for mailing the paper application.

******Using the pink form, notify the guidance office of your acceptance at each college and of your final decision.**