

BARNSTABLE HIGH SCHOOL COUNSELING OFFICE  
COLLEGE APPLICATION PROCEDURE  
B.H.S. SCHOOL CODE #221-080

**I. RELEASE OF INFORMATION**

Before students can request that transcripts be mailed, the parent signs a release form giving BHS permission for releasing information to colleges as requested by the student.

**II. MAILING TRANSCRIPTS and other paperwork from BHS to colleges and universities**

1. Students are expected to send their own applications. Students request a copy of their transcript by logging into the Naviance website, and requesting their records. (A copy of how to do this was given to seniors in their senior group meeting.) Due to the high cost of postage, students are now being asked to pick up their sealed reports from the administrative assistant and mail them to the college or university. Midyear grades are not automatically sent, so a student would need to request these separately if required by a college or university. Final grades are sent automatically to colleges the student has told us he/she will attend.
2. A Counselor Secondary School Report Form is filled out by the counselor and mailed with the transcript. The BHS School Counseling Department uses this as a *common* Counselor Report Form for each student which is mailed to all the colleges with the transcript, so it is not necessary for the student to submit separate forms to the counselor from individual colleges or universities. This form includes the students' rank weighted grade point average and AP Scores, if the student chooses to include them. Also on this form a counselor completes a recommendation which is the counselor recommendation for that student to colleges/universities.
3. **The School Counseling Office requires that students submit their requests for transcripts at least two weeks prior to mailing them out. Our recommended deadline for electronic or regular mailing of applications is December 1, except for Early Decision or Early Action applications which typically have November deadlines.**
4. In the cases when colleges require that all materials be sent in one envelope, the school reports are given to the student to be mailed with the students' forms to the colleges.

**III. THE TRANSCRIPT**

1. The transcript contains all quarter grades and final grades for each year in each course taken, the level of the class, and credit received. All students will have been shown a copy of their transcript, and asked to sign, verify it for accuracy.

**IV. SAT REASONING AND SUBJECT TEST SCORES**

BHS does not send SAT scores to colleges. Therefore, students must request that their scores be sent through the College Board website. The College Board website is used to reregister, send, and rush scores to the colleges: [www.collegeboard.com](http://www.collegeboard.com)

Student athletes using the The NCAA Clearinghouse are responsible to have SAT or ACT scores sent from the test center(s), using 9999 as the code number. Barnstable High School is not responsible for sending SAT scores to the Clearinghouse. Students who are planning to play Div. I or II sports should make certain they have gone over their eligibility with their counselor and register with the NCAA Clearinghouse.

## **V. LETTERS OF RECOMMENDATION**

1. In the cases that colleges require letters of recommendation from teachers, the student requests the letter from a teacher and provides a stamped envelope addressed to the admissions office at each college to which the student is applying. Most students will ask two teachers for letters of recommendation. The teacher makes photocopies for as many colleges as necessary. If the college provides a Teacher Report Form, the students give this to one teacher, with the heading completed, with the stamped/addressed envelope for the teacher to mail. Students should write thank you notes to teachers for writing letters of recommendation.
2. The Student Profile form completed by students and the Parent Information Form completed by parents, given to students in the group meeting in September are very helpful to the counselors when completing recommendation information and should be filled out completely and carefully.

## **VI. SUMMARY OF WHAT IS SENT TO COLLEGES: GIVEN TO THE THE STUDENT IN A SEALED ENVELOPE TO BE MAILED BY THE STUDENT**

- High School transcript
- School Counselor Recommendation and Secondary School Report Form that summarizes the student's class rank, grade point average, and counselor recommendation section (this takes the place of any form that the colleges require that may come with the college application.)
- A school profile that describes our high school to the colleges.

Contact the school counselor if there are any questions about the above.