

The How To for Letters of Recommendation, Transcripts, & ACT/SAT Scores

ACT/SAT Scores

To send your ACT scores to colleges you must: Go to www.actstudent.org and log in to your account. When you are on the home page you will select **Send your scores to select schools**. You will then select which ACT scores you would like to send and which schools you would like to send them to. There is a fee of \$12 for each school selected. If one of your schools does superscore you will want to send each ACT score that has the highest subscore to the school. For example (April ACT sent because you had your highest English score and Oct ACT sent because you had your highest Math score)

To send your SAT score to colleges you must: Go to www.sat.collegeboard.org and log in to your account. Follow the same steps listed above to send your SAT scores.

****Note:** You were able to upload schools that you wanted to have your scores sent to when you registered to take your exams. If you listed schools at that point, then your scores have already been automatically sent and you do not need to resend. You only need to send scores to schools that were not listed when you signed up for the exam.*******

COMMON APP INFORMATION

Common App Info Needed: If you will be using the Common App you will need the information below for your application.

Under the Common App Tab

1) Select Education Tab on the left hand side

Information you will need for this:

Counselor's Name: Jessica L. Adams

Job Title: College Counselor

Counselor's Email: collegecounseling@animashighschool.com

Counselor's Phone: 970-247-2474 x2335

Transcripts

Once you fill out the information on your school and invite your college counselor to write a letter of recommendation, your counselor will electronically upload your transcripts to your Common App.

Letters of Recommendation

***** Students that already started their application *****

There were some system glitches between Naviance and Common App so I had to unlink the two. Prior to yesterday you were did not have the option below. As of now you should be able to follow the directions below.

Go to your **My Colleges Tab**

On the left side, select a school you added to your application.

Once the school is selected, along the left side select the **Recommenders and FERPA tab**.

Read and Agree to the FERPA regulations.

Counselor Recommendation

Then under Counselor, click on the link: **Invite Counselor**

Complete the information fields and select **Send Invite**

Teacher Recommendation

Then under Teacher click on the link: **Invite Teacher**

Complete the information fields and select **Send Invite** (Remember you are required through the Common App to invite 2 teachers)

You must do the same action for counselor recommendations and teacher recommendations for each college you have added to your common application.

Common App will then send an email to your college counselor and the teachers you've selected requesting the individual to upload a letter of recommendation to your account.

SPECIFIC COLLEGE APPLICATION & SCHOLARSHIP INFORMATION

Transcripts

The request must be at least 1 week in advance from when you want it sent out!

Currently- October 31st:

- 1) Students will email Maureen (maureen.truax@animshighschool.com) and request to have an official transcript sent to specified college.
- 2) Maureen will check your transcript to ensure that it is accurate and once verified your transcript will be sent out by Jess.

Starting November 1st

- 1) Students will go to the front desk in West Wing (Michael Ackerman Building) and fill out a Transcript Request Form. ***The request must be at least 1 week in advance from when you want it sent out!***
- 2) Laurel and the Office Assistant will review your transcript to ensure that it is accurate and once verified your transcript will be sent out.

Letters of Recommendation

When requesting letters of recommendation students should first talk with whomever they would like to receive a recommendation from to see if they will write one. (This includes teachers and college counselors) ***Students that request letters of recommendation must do so at least 3 weeks in advance in order to ensure the letter is completed on time and authentic for the***

individual student. Students- help your recommenders out! Provide them with your resume, Parent Brag Sheet, and Student Self Assessment for Teacher Recommendations.

1) After your recommender has stated they will write you a letter of recommendation provide them with the following: *(You can find Parent Brag Sheet and Student Self-Assessment... on Jess' DP under the resources tab)*

- Resume
- Parent Brag Sheet
- Student Self Assessment for Teacher Recommendation (if applicable)
- Envelope with address of the Admissions Office for the school and a stamp
- The date (deadline) that the recommender needs to mail out the completed letter

2) Once your recommendation is complete, your recommender will mail out your letter with the envelope provided

Notes:

- 1) Make sure to follow up with your recommenders to ensure that your letter has been sent out within the timeframe given
- 2) Follow up with thank you cards to your recommenders

Q & A

1) If it states optional for an essay and letters of recommendation do I have to send them?

A: It depends. If it is selective school, I would err on the side of caution and say yes. However, if it is a school that states their admission requirements and you already meet those requirements then no. ie: at FLC if you meet the GPA and ACT score requirements there is no need for you to write an essay and obtain letters of recommendation. Talk with Jess if you have a hard time deciding what schools you think this would fall under.