

College Application Packet, Class of 2012

Step 1: Call, write, or use the Internet to request or download and print your college applications. Carefully read and follow specific instructions, paying particular attention to special mailing instructions, required recommendations, etc. ***Please*** allow at least **10 school days** for processing of Transcript Packet.

Step 2: Submit the following to your counselor by June 21st.

- Student Academic Resume
- Completed Senior Questionnaire (pp. 8, 9)
- Completed Parent/Guardian Response Form (p. 10)

Step 3: Submit the following **completed** Transcript Packet Request items to the Registrar at least 10 school days before you need your transcript mailed:

- A signed Transcript Request/Release of Records form (attached pp. 3, 4)
- **Any Secondary School Report Forms/Counselor Sections from your college application**
- \$4.00 for each transcript packet requested (cash or check payable to OMHS)
- A large (10x13) envelope, addressed, for each school, with three stamps per envelope (Oakland Mills will supply the return address). Example is on p. 5.

Step 4: Within 10 days of completion and submission of your Transcript Packet Request to the Registrar, the following will be mailed directly to the college:

- ✓ An official copy of your high school transcript (this will include your weighted and unweighted GPA and class rank)
- ✓ A copy of your senior schedule
- ✓ A copy of the Oakland Mills High School Profile
- ✓ Any secondary/counselor report forms submitted with the transcript request

Allow 10 school days for Transcript Packets to be processed and ready.

ONLY COMPLETE TRANSCRIPT PACKET REQUESTS CAN BE ACCEPTED

OTHER IMPORTANT INFORMATION

- You are responsible for requesting your teacher recommendations (**teachers must have 15 school days to complete letters of recommendation**) in a timely manner.
- You must request standardized test scores from College Board (www.collegeboard.com) or ACT (www.act.org) organizations to have your scores sent. The Howard County Public School System policy does not permit our office to send these scores.
- You should mail your application by return receipt, certified mail. Be sure to print a receipt or confirmation if you apply online.
- You should follow up with the college to confirm receipt.
- You must have a senior conference with your counselor in order to request a letter of recommendation.

- Counselor sections of college applications may have different names. (*Ex. Secondary School Report or Counselor Recommendation Form.*) Search your application for them carefully because Transcript Packet Requests that do not have one for each school that requires them are incomplete and **will not be accepted**. These forms typically have a top section for you to complete and sign and require some of the following information:

- 1. School Address: 9410 Kilimanjaro Rd, Columbia, MD 21045**
- 2. School Phone Number: (410) 313-6950, Fax: (410) 313-6951**
- 3. School CEEB Code: 210-411**

Additional Mailings

Mid-Year Reports and Final Transcripts

- Provide the Registrar with any additional counselor forms for each school requiring a Mid-Year Report at the beginning of February.
- Mid-Year Reports include mid-term exam grades (a copy of the report card).
- Provide the Registrar with a stamped, addressed, business envelope (4 1/8" x 9 1/2") and any additional counselor forms for each school requiring a **Final** Transcript at the beginning of May.
- The return address should be your personal address for final transcripts **ONLY**.
- These reports will be mailed from Oakland Mills at no charge.

THIS IS A 10 x 13 ENVELOPE

Oakland Mills High School
Counseling Center
9410 Kilimanjaro Rd.
Columbia, MD 21045

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College Name
Office of Admissions
Street Address
City, State Zip code

Class of 2012

Transcript Packet Requests Due Dates And Teacher Letters of Recommendation Due Dates

Please note that these dates are **the last possible day to turn in your requests**. Requests that are received later than the recommended due dates will not be ready by their college deadlines.

You may have college deadlines other than the ones listed here. Look at your calendar and **count 10 school days** back from the college deadline – DO NOT count holidays or weekends – to find the due date for your Transcript Packet Request, and **15 school days** back for your Teacher/Counselor Letter of Recommendation requests.

*****Remember: the earlier they are turned in to the Registrar or requested from your teacher/counselor, the smoother the process will be for you.*****

<u>Mailing Date</u>	<u>Transcript Packet Request to Registrar Due By:</u>
November 1, 2011	October 15, 2011
December 1, 2011	November 11, 2011
December 15, 2011	November 30, 2011
January 1, 2012	December 8, 2011
January 15, 2012	January 3, 2012
February 1, 2012	January 14, 2012
February 15, 2012	January 31, 2012
March 1, 2012	February 11, 2012

Student Academic Resume

Following is a recommended format for the Student Academic Resume.

*Ima B. Student
8700 Old Annapolis Road
Ellicott City, MD 21043*

Birth date: 8/8/1992

GRADE 12

SCHOOL: Project Leo, Peer Mediation, Step Team, Varsity Field Hockey Co-Captain

COMMUNITY: Volunteer 12 hours per week at Baltimore Soup Kitchen, Babysitter at Columbia Athletic Club

GRADE 11

SCHOOL: Project Leo, Peer Mediation, Varsity Field Hockey

COMMUNITY: Babysitter at Columbia Athletic Club, Participated in Habitat for Humanity

GRADE 10

SCHOOL: Project Leo, Peer Mediation, JV Field Hockey

COMMUNITY: Youth Council at St. Bernadine's Church

GRADE 9

SCHOOL: Peer Mediation training

SPECIAL HONORS OR AWARDS: Academic Letter – 2008, 2009
Most Improved Award for Field Hockey

HOBBIES & INTERESTS: I have been an active member of Girl Scouts since 5th grade. I have developed very close friendships with the girls from my troop. We have participated in leadership activities, community service and fundraising.

FUTURE PLANS: I would like to be a School Counselor in an urban school.

Senior Questionnaire

Student's Name:

Please write a few words or sentences that complete the following questions and statements. This information will be used at your Senior Conference to help your counselor write your letter of recommendation that truly reflects your qualities and accomplishments.



1. What adjectives would you use to describe yourself?
What do you think is your strongest characteristic? Why?

2. What do you consider your academic strengths?
What do you consider your academic weaknesses?



3. What is your proudest accomplishment? Why?
What do you consider your most rewarding academic experience in high school? Why?
What extracurricular activity has meant the most to you? Why?

4. Describe activities, hobbies, interests and organizations you partake in during “free time”.
How did you spend your summer vacations during high school?



5. Write about your career goals.
Have you had an intern, mentor, or research experience? Please describe.



6. Do you feel that your academic record reflects your ability?
Are there any obstacles, events or hardships that may have affected you in high school?



7. Colleges/Universities I am considering are:



8. What one interesting or important thing about you don't many people know?
Share any information your counselor or an admissions counselor should know that describe the "real you".

COUNSELING CENTER PARENT RESPONSE FORM

Name of Student: _____

1. What do you consider to be the outstanding accomplishments of your child during the past three or four years? Why did you select these as most important?

2. In what areas has your child shown the most development and growth during the past three or four years?

3. What do you consider to be his/her outstanding personality traits?

4. If you had to describe your son/daughter in five adjectives, what would they be?

5. Are there any unusual or personal circumstances which have affected your child's educational or personal experiences over the past three or four years?

Please feel free to use a second sheet of paper if your comments do not fit into the space provided.

Name of Counselor

Parent Signature