

Requesting Supporting Materials for College Applications

The CDH counseling staff is glad to send your college application supporting materials and we ask that you carefully follow the guidelines below.

Here are the steps YOU need to complete:

- ✓ Complete and submit your online application to each school where you want to apply
- ✓ Pay all application fees online with a credit card (if applicable)
- ✓ CDH does not send test scores. For some schools you can “self-report” your test scores and for others you need to send “official” scores directly from the testing agency to the college. If you need to send official scores:
 - Go to www.actstudent.org to send ACT scores
 - Go to www.collegeboard.com to send SAT scores

Here are the supporting materials that CDH will send:

- ✓ Your CDH transcript and your senior year course schedule
- ✓ A “Secondary School Report”, if required
- ✓ Your Teacher Recommendations, if required
- ✓ The CDH Profile which outlines our grading system and academic offerings

Your application is “complete” and will be reviewed by the college only when all of the pieces listed above have been received.

Your CDH Application Contract

In order for CDH to send your supporting materials, you must bring your completed and signed CDH Application Contract & FERPA Release form to Mrs. Reding in the Counseling Office **at least two weeks before your earliest published college deadline.**

This form authorizes us to send your academic records to the schools you have indicated on the form and must be signed by you and a parent.

Bring us your CDH Application Contract & FERPA Release form as soon as you know your list of schools. You don't have to be done with all of *your online applications* before we get started on sending your supporting materials.

All CDH Application Contracts are due **no later than December 6th.**

If your applications require TEACHER RECOMMENDATIONS, here is what you need to do:

- ✓ Colleges only require two teacher letters of recommendation (talk to your counselor if you want more than two). Ask teachers from different core disciplines who know you well.
- ✓ Teacher recommendations will be due October 1st to the counseling office unless an alternate date is agreed upon by the teacher.
- ✓ We will hold your file for teacher recommendations but will send without them to meet deadlines. In this case, you will need to make sure that they get to your colleges.

If your applications require any “Counselor Reports” or “Secondary School Reports”, here is what you need to do:

- ✓ Complete your “Student College Counseling Questionnaire” in Naviance. Click on “about me”, then “surveys from my school”, then “student college counseling questionnaire”.
- ✓ Have your parents reply to our emails to complete the “Parent College Counseling Questionnaire”.
- ✓ Your counselor will use your responses to write a detailed letter of support for you.

You can check to see if your CDH supporting materials have been sent from the counseling office by doing the following:

- ❖ Go to your Naviance Account
- ❖ Click on the “colleges” tab
- ❖ Click on “colleges I’m applying to” to see your list
- ❖ Look at “office materials” which will read “Initial materials submitted”

CONGRATULATIONS ... YOU ARE NOW DONE WITH MOST OF THE WORK!!

If your college or university requires a “Mid-Year” report, here is what you need to do:

- ✓ A Mid-Year report is your first trimester senior grades, which will be available to send in late December, early January.
- ✓ Most Common Application schools require a Mid-Year report unless you have already been admitted.
- ✓ It is your responsibility to request that a Mid-Year Report be sent from the counseling office. Simply reply to Mrs. Reding’s email, which will be sent to you when first tri grades are available.

All colleges and universities will require a Final Transcript. Here is what you will need to do:

- ✓ In May of your senior year, you will be required to complete a senior survey where you will indicate where you plan to attend college in the fall.

- ✓ CDH will send your final transcript to the school you indicate as soon as final grades are available (usually in mid-June). No other request is necessary on your part.
- ✓ It is a CDH policy to send only one final transcript per student.

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