

Requesting Supporting Materials for College Applications - Class of 2021

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 (if applicable)
- ✓ CDH does not send test scores. If you plan to have test scores considered in your application, some schools allow you to “self-report” your test scores while others will require “official” scores directly from the testing agency. 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 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 complete a CDH College Application Contract Google Form and submit it **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.
- Submit your CDH College Application Contract 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 7, 2020.**

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.
- ✓ Email or ask your teacher to write a letter for you.

- ✓ Complete the online “Classroom Information Form” sent by your teacher (if applicable).
- ✓ 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 “my surveys”, 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:

- ❖ Log in to your Naviance Account
- ❖ Click on “colleges I’m applying to” to see your list
- ❖ Look at “office materials” which will read “Initial materials submitted”
- ❖ Click on “application milestones” to see what has been sent.

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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