

How do I?

1. Request a transcript?

Transcripts are requested through Naviance Family Connection

2. Request a counselor recommendation?

Students should meet with their counselor in spring of their Junior year for their official college conference. Prior to the meeting, students must complete the Junior Conference information form so that its contents can be discussed at the meeting. There is also a parent questionnaire that could be completed by one or both parents. Both forms are available on the school website and may be submitted via email or conventionally. Paper copies are available in the counseling center.

When students are ready to apply in the fall of their senior year they simply need to follow the process with the CRC and counselors will use this as a request for a letter of recommendation when applicable.

3. Request a teacher recommendation? (see link below on webpage for procedure)

Please note that not all schools require a teacher recommendation. BEFORE asking a teacher to write a letter of rec. students should ascertain that a school where they are applying actually requires a teacher letter. Most schools (including all the schools on the Common Application) will offer teachers the opportunity to submit recommendations on-line in the same manner as stated in question number two.

When selecting a teacher to ask, students should consider someone that they have had in a core academic class during their junior and/or sophomore year. It is a great idea to ask the teacher at the end of junior year so that s/he may have the summer to work on letters if they so choose. Once the student is ready to actually apply to the schools in the fall of their senior year then a reminder to the teacher with either with a note or conversation to provide advanced warning that they will soon be receiving an electronic request is a good idea. It is always a good idea to thank a teacher in writing for taking the time to write a letter of recommendation.

4. Process a School Report (SR) form for schools not on the Common Application?

Completed SR forms or counselor signature pages must be turned in to Mrs. Naporano in the CRC attached to the Application Notification form. Note that Mrs. Naporano is open before school at 7:30 but is only available until 10:30

5. Process a Secondary School Report (SR) form for schools that are on the Common Application?

SSR forms for the Common Application are submitted on-line by your counselor once the student matches their Naviance Account with their Common App Account.

6. Send the test scores to colleges?

Test scores are not posted on transcripts. Students must arrange to have ACT, SAT and Subject Test information (as necessary) sent directly to the testing company on-line through ACT (www.actstudent.org) or The College Board (www.collegeboard.com). At peak times it can take 3-6 weeks for scores to be received by a college. We advise that you request your scores as early as possible, as many colleges do not accept rushed scores. Most colleges will not consider an application complete until the score is received.

7. Get copies of the Grosse Pointe South forms?

Copies of all Grosse Pointe South Forms will be available on the CRC webpage as well as hard copies in the CRC.

8. Find out about the Common Application?

The Common Application is a generic college application used by over 500 colleges and universities. Students complete one application and submit it on-line to multiple schools. In addition to the Common Application many schools require an additional supplement that must be submitted for an application to be considered "complete." Students may access the Common Application on-line at www.commonapp.org. Students needing assistance with the common application are encouraged to see their counselor.