

THE APPLICATION PROCESS FOR APPLYING TO POST-SECONDARY SCHOOLS

Park City High School/Park City Learning Center

CEEB Code: 450-290

1. **DECIDE WHERE YOU ARE APPLYING TO SCHOOL**

If you need help, see your counselor or Mrs. Kobler in the Career Center (the computer lab in the new Counseling Offices). Mrs. Kobler can help you use the **UtahFutures website** to figure out what you MAY BE interested in studying and narrowing down where you might want to study. You can access this website at www.UtahFutures.org. You can see your counselor for more information about the UtahFutures Program. You can also speak with teachers, parents, and other adults working in the career you plan to study for possible school recommendations. Listen to school bulletins. Visiting with college or post-secondary representatives can be very informative and helpful.

2. **TESTING**

If you haven't taken your college testing, get the registration forms in the Counseling Office or register online for the ACT at www.actstudent.org. Register for the **SAT Reasoning Test and or Subject Test/s at: www.collegeboard.org**. **Make sure to include the high school code: 450-290**. Check with your counselor or post-secondary school to see what tests you need to take. Schools have different test requirements. It would probably be a good idea to have your test scores sent directly to the schools. Codes for schools are in the test registration booklet or online.

3. **APPLICATIONS FOR ADMISSION**

These are usually accessible on the school's website or by calling the Admissions Department at the school where you are planning to apply. Some schools take a **Common Application**. It can be used for several schools. If you need help getting a Common Application, please see Mrs. Kobler in the Career Center or log on to: www.commonapp.org. If you plan on using the Common Application, please see your counselor for advice on how to make this easier on yourself and on them! **PAY ATTENTION TO DEADLINES!**

4. **FINANCIAL AID APPLICATION**

These are usually accessible on the school's website or by calling the Financial Aid Department at the school where you are applying. **PAY ATTENTION TO DEADLINES!!**

5. **READ THE APPLICATION(S) THOROUGHLY BEFORE YOU START**

Calendar your due dates and when you intend to do each application. Make note of which application(s) need recommendations. Are there forms that need to go to teachers or counselors? Ask your counselor for help on how to be organized during this process.

6. **RECOMMENDATION: IF YOUR COLLEGE REQUIRES ONE**

Fill out a **counselor vita form** for your counselor and a **teacher vita form** for your teacher if your college counselor requires a letter from both a teacher and a counselor. **Copies of EACH Vita must be given to your counselor and/or teachers at least four weeks prior to the date your letter of recommendation is due.** (Do not include weekends and holidays in the four weeks.) If you want a good thorough recommendation, give your teachers and counselors the courtesy of this much-needed time to write your recommendation. **Have your parent(s) fill out a Parent Brag Sheet for your counselor.** This form may be picked up in the Counseling Office and is due with the Vita form four weeks before the recommendation is needed. Do not give your teachers the parent brag sheet. **Give them the Teacher Vita only. The Monday after Thanksgiving is the final day a recommendation may be requested for college admission.**

7. **IF YOU ASKED YOUR COUNSELOR TO WRITE A RECOMMENDATION, THEY WILL SEND YOUR TRANSCRIPT WITH YOUR LETTER.**

Bring your counselor an addressed envelope for **each** recommendation they are sending and a **completed transcript request form**. (Transcript request forms are picked up in the Registrar's Office or the Counseling Office.) **Make sure you placed a stamp on the envelope. Do not put your return address on the envelope. It must have Park City High School's return address!** If there is a form in the application for the counselor, make sure to bring this to your counselor at the same time. You may need to fill in the top of the form. Your counselor will send off a cover letter, a FACT sheet about Park City High School, your recommendation, and your transcript. If you gave them a form, they will complete and send this also.

8. MAILING YOUR TEACHER RECOMMENDATION

Electronic Applications will not require an envelope and a stamp. Bring your teacher an addressed envelope for each paper recommendation they are sending. **Make sure you place a stamp on the envelope. Do not put your return address on the envelope. It must have Park City High School's return address!** If there is a form in the application for the teacher, make sure to bring this at the same time. You may need to fill in the top of the form. Your teacher will send off your recommendation and if you give them a form, they will complete and send this also.

9. TRANSCRIPT REQUESTS

Any time you need a transcript sent, please see the Registrar. You will need to fill out a form with the address of where you need the transcript sent. **Bring a stamped addressed envelope with your transcript request form. DO NOT put your return address on the envelope. It must have Park City High School's return address.**

***** Remember: If you asked your counselor to write you a recommendation, then you should have given your counselor the transcript request form and they will send your transcript with your recommendation.**

10. COMMON APPLICATION

If you are applying to colleges using the Common Application, this is all done online. Your ACT and SAT official scores must be sent directly from ACT and CollegeBoard. You will have to contact ACT and CollegeBoard to have them sent. Park City High School cannot send your tests scores through the Common Application.

11. FILL OUT YOUR APPLICATION

Mail it off with your check, money order, or credit card number. Applications can also be submitted online.

12. FILL OUT ALL APPLICABLE FINANCIAL AID FORMS FOR EACH SCHOOL

This may include a separate application, a CSS or some other forms. **Pay Attention to Deadlines!**

13. SCHOLARSHIPS

Scholarships are posted in the Newsletter each month and in teacher classrooms. All scholarships that come to Park City High School are kept in the scholarship advisor's office. Scholarship opportunities are often announced on the Miner Morning Show or sent to you in the mail. Steer clear of financial aid opportunities that cost money. See the Scholarship Advisor, Ms. Michalko, or your counselor if you have questions. Also, check out **Fastweb** at www.fastweb.com

14. AFTER JANUARY 1ST SEND YOUR FAFSA (FEDERAL FINANCIAL AID FORM)

Forms are online at www.fafsa.ed.gov

15. MID-TERM REPORTS

If your college requires these, bring them to your counselor with an **addressed envelope**. You must also fill out and give your counselor a **Transcript Request Form**. (Transcript Request Forms are picked up in the Registrar's Office or the Counseling Office.) You may need to fill in the top of the form. **Make sure you place a stamp on the envelope. Do not put your return address on the envelope. It must have Park City High School's return address!** Your counselor will send your transcript with the completed midterm report after second quarter ends. If you don't have a form but need to send your mid-term grades, fill out a Transcript Request Form and give it to the Registrar with an addressed and stamped envelope.

16. FINAL REPORTS

Usually the school you plan to attend wants a final transcript and immunization records. Bring any forms or requests to the Registrar. **YOU MUST TURN IN THE FINAL TRANSCRIPT REQUEST FORM, AN ENVELOPE ADDRESSED AND STAMPED TO YOUR SCHOOL BEFORE YOUR LAST DAY OF SCHOOL.**

17. DO NOT PANIC!

Ask questions. The counselors and Mrs. Kobler have helped many, many students and parents go through this process. Please ask for help!

Ms. Smith	D-G	(10 th /11 th)	C-G	(12 th)	Ms. Michalko	Scholarship Advisor
Ms. Moskal	H-P	(10 th /11 th)	H-O	(12 th)	Ms. Grooms	Registrar
Ms. Beaty	T-Z	(10 th /11 th)	P	(12 th)	Ms. Kobler	Career Center Coordinator
Mr. Jensen	A-C/Q-S	(10 th /11 th)	A-B/Q-S	(12 th)	Ms. Scott	Counseling Secretary
Ms. Paskoski	Learning Center Students					