

College Application Packet

Class of 2010

This packet contains the following items:

1. **Transcript Request Form**- this form must be returned to Ms. Sousa in the First Floor Guidance with a fee of \$15.00 in the **form of cash or money order** only. This one-time fee covers all of the college application and scholarship process for your senior year.
2. **Teacher Letter of Recommendation Form**-this form must be signed by your teachers and returned to Ms. Sousa in the First Floor Guidance. The Medford High School Guidance Department suggests the following letters of recommendation for students applying to college: two teacher letters of recommendation and one counselor recommendation. More than this is not necessary unless an unusual situation exists.

PLEASE NOTE THE FOLLOWING CHANGE: You should supply your teacher with an addressed stamped envelope for the college/university you would like them to send your letter of recommendation along with the application deadline for that college. Students are responsible for securing a copy of their teacher recommendation and making sure a copy is received in the First Floor Guidance office for your College Folder for later use during scholarship application in the Spring 2010.

3. **A Student Worksheet for college recommendation or “Brag Sheet”**. The student should complete the entire form and sign and date the lower section of page two. Copies of this sheet should be given to each of the two teachers and the college counselor or guidance counselor to assist them in writing a letter of recommendation.

Students and or their parents or both should schedule an appointment with Ms. Horne, your guidance counselor to begin the college process. An appointment calendar will be on their office doors.

Students should be mindful of their college deadlines. Early action candidates should be prepared to submit all the necessary paperwork during the month of October.
STUDENT'S ARE RESPONSIBLE FOR FILING THEIR APPLICATION EITHER BY MAIL OR ELECTRONICALLY BEFORE THE DEADLINE.

It is not necessary to wait for all supporting data i.e. letters of recommendation, school transcript etc. in order to make this application. Once the transcript request form that you submit to Ms. Sousa in first floor guidance office is received, that data will be sent to the schools you have requested. When a college receives your application and has acknowledged it, you have met the deadline. Remember that electronic submission will take approx. 48-72 hours to be processed and acknowledged. Therefore plan accordingly.

Early action candidates should have the quality of academics, tests scores, and supporting data to allow an admissions office to render a decision without first quarter senior grades.

All the documents in this packet are available at <http://www.medford.k12.ma.us/> or in the first floor guidance office.

Good Luck!

