

College Application Process

- Meet with your counselor early in the school year
- Log/Update All info in Naviance
- Complete **Student** Response Form & **Parent** Response Form on Naviance
- Secure and Complete **Common Application Forms** if you are using the Common App (with signature)
- Ask 2 teachers for **recommendations** by providing the signed form to the teachers, note on Naviance – give **Common App form** if using Common App.
- Begin completing online college applications
- HAND** the signed **Transcript Release Form** to your counselor with names of colleges to which you applied with \$3 for each college after the first one
3 WEEKS PRIOR TO THE DEADLINE
- Contact **SAT and/or ACT** to have scores **OFFICIALLY** sent to the colleges unless you requested them when you registered for the test. ECG will **NOT** be sending ANY test scores

What the School/Counselor Will Do

- Accept the Transcript Release Form from student **with** fees.
***Please note that **NO PAPERWORK WILL BE ACCEPTED WITHOUT PROPER PAYMENT**
- Write a Counselor Recommendation using their knowledge of the student and the Student and Parent Response Forms

- Complete the College Secondary Report or Common App forms
- Send the following in a packet to the individual colleges by the deadline:

Official Transcript
School Profile
Counselor Recommendation
Teacher Recommendations
Secondary School Report

*****Midyear Transcripts are automatically sent to the schools where applied to date. Final transcript is sent to college attending**