

TOP TEN FAQ FOR SENIORS

1. What does a **transcript** consist of and how do I get one?

A transcript consists of: 1) class name, level, and final grades for all high school courses taken from middle school through grade 11; 2) your current schedule; 3) current grades, if the transcript is requested after the quarter has ended; 4) Grade Point Average and Class Rank (weighted and unweighted).

Students are required to send SAT or ACT test scores directly to the college(s) from the testing company.

To request a transcript: Follow directions to request through Naviance.

The first three (3) transcripts are free; each additional transcript will cost \$2.00.

It is YOUR responsibility to submit your college application and any application fees.

2. What is the difference between an **official and an unofficial transcript**?

An official transcript is embossed with the South Carroll High School seal. It will be sent directly to the college or place of business. If requested to be **hand-carried**, the transcript will be placed in a sealed envelope and marked “Unofficial if seal is broken” and given to the student. An unofficial transcript is marked “UNOFFICIAL” and may be copied or scanned. Colleges require an official transcript.

3. How much time should I allow for a **transcript to be sent**?

Allow a minimum of ten (10) school days for a request to be processed. **Please pay careful attention to the deadline for each application and plan accordingly. Remember, when you are out of school for holidays or winter break, so are we.**

4. How do I get **letters of recommendation**?

Letters of recommendation should be requested at least two weeks (preferably 1 month) prior to the date you need them. Consider teachers, coaches, counselors, supervisors and members of the community who know you well. Provide them with a copy of the completed Student Credential Sheet*, a letter requesting a recommendation and how it needs to be sent, and the due date. When requesting letters from people other than your counselor or teacher, please give that person a stamped envelope addressed to the college. **A thank you note is always appreciated.**

* The Student Credential Sheet is a general overview of the students high school career, including a resume, which provides information to help write a comprehensive recommendation letter. It should be completed as a survey found in Naviance.

5. How do I find out about **Dual Enrollment or internships**?

Internships and career-related work experience are part of Career Connections and handled by Mrs. Adkins (taadkin@carrollk12.org) whose office is in the Career and Tech Building. Request an appointment with your counselor to start the dual enrollment process.

6. How do I apply for **scholarships** and other **financial aid**?

Scholarships will be listed in Naviance. Additional information can be found on the CCPS website (under [Student and Parents Resources](#)) or [SCHS School Counseling Page](#). Many *free* scholarship searches are also available on the internet. Simply do a search for “college scholarship searches”. Once a student has selected a college and has been accepted, check the college’s website for scholarship opportunities.

Beginning October 1, the [Free Application for Federal Student Aid \(FAFSA\)](#) will be available online.

This form is required in order to receive financial aid from the colleges to which you apply. The Maryland deadline is March 1st, but some schools have earlier deadlines to complete the FAFSA. Some private schools may also require the [CSS Profile](#).

7. What **tests** should I take?

Most colleges will require some form of standardized entrance test. Both the ACT and the SAT are accepted by colleges. Community colleges will accept SAT or ACT scores or a placement test at the college. For more information and to register for the ACT click [here](#) and for the SAT click [here](#).

8. How do I get a **college application**?

Applications are available on every college's website to apply online.

Some colleges use the "Common Application" and some use the "Coalition" or "SendEdu" which allows students to complete one school application for multiple schools. Be aware that there may be college specific instructions in addition to the Common Application/Coalition/SendEdu. Visit the site for a list of participating colleges and more information.

[Common Application](#) (links with Naviance)

[Coalition](#)

[SendEdu](#)

When applying, please pay attention to all deadlines, which can be as early as November 1.

9. How can I find out about **colleges or technical schools**?

Education is an expense but it lasts a lifetime. This school will be your home for the next four years. Do your research! Use the internet, peruse catalogs, talk to counselors, teachers, bosses, graduates and current students; attend the College Fair in October; sign up to speak with college reps who are visiting at South Carroll and most importantly---visit the campus.

10. Can I still go to college if I **did not take the foreign language** option?

Of course you can. Most four year colleges will require you to have at least two high school credits in the same language, or they may require that you take foreign language classes as part of their program. Please check with your specific college or university.

Remember, you may be the best student, athlete, welder, singer, etc. but you must do the legwork to let people know who you are and what you can do. **You must sell yourself.** Your application is often the first thing the school or employer sees. Make it count - neat, clean, timely, and accurate.

Please feel free to schedule an appointment with your counselor in the Counseling Center for additional information at any time.