

Western Wayne's Procedures for Submitting College Applications

1. **ALL PAPER APPLICATIONS** must be brought to the Guidance Office **ONE WEEK** before the specific college deadline. The Guidance Department will not guarantee meeting college deadlines for applications that are submitted to the Guidance Office late. The entire completed college application packet should be brought to Guidance. This includes the student application, essays, letters of recommendation, Secondary School Report and application fee. Students applying to a college directly **online** should notify their guidance counselor.

2. Some college/universities will waive the applications fee if you visit their campus. Other colleges/universities have free online college applications. Students having financial difficulties covering the application fee should see their guidance counselor.

3. **TRANSCRIPT REQUEST- CURRENT STUDENTS**: Students must complete an official Western Wayne **TRANSCRIPT REQUEST** form giving permission to send the student's transcript and test scores. Applications are not considered complete without your transcript. **TRANSCRIPT REQUEST** forms are available on the Western Wayne website (under guidance).

TRANSCRIPT REQUEST FORMS

- 1) Western Wayne Website
- 2) Click on **SCHOOLS**
- 3) Click on **Western Wayne High School**
- 4) Click on **Guidance**
- 5) Click on **TRANSCRIPT REQUEST FORM**
- 6) **Complete the form**

The first request you make is FREE. All subsequent requests are \$5.00. Bring the check, money order or cash into Mrs. Lombardi in the guidance office. Your transcript will be sent out certified. Please allow one week to process transcript requests! **PLAN AHEAD.**

4. **TRANSCRIPT REQUEST- FORMER STUDENTS** Please follow the instructions above. In addition, if YOU ARE A PREVIOUS STUDENT, a letter requesting the transcript must be submitted with your **signature**. The letter can be attached electronically with this request or sent to the Western Wayne Guidance Department, 1970A Easton Turnpike, Lake Ariel, PA 18436. The request will not be processed until the letter is received.

5. Your transcript includes your SAT and ACT scores. Check to make sure guidance has your most up to date scores. A few colleges require that you have your SAT/ ACT sent directly from the College Board/ ACT program (Penn State is one). It is your responsibility to have the scores sent. Questions...see your guidance counselor.

6. Fee waivers are available for most colleges if you received a fee waiver for the SAT or ACT. See your guidance counselor for an application fee waiver. If you are paying an application fee by check or money order please bring it to guidance and we will attach it to your transcript. Most colleges allow you to pay by credit card when you complete your application online. Checks and money orders must be made out to the college you are applying to. **DO NOT** pay for college application fees with cash!

7. Students requesting Counselor Letters of Recommendation must request the letter at least **TWO WEEKS** in advance.

8. In most instances **Early Decision** applications should be submitted around November 1st. This can vary so watch your dates! Regular Decision applications should be submitted as soon as possible. If you are uncertain about application deadlines see your guidance counselor.

9. **Midyear grades** will be sent to colleges that require them. It is the student's responsibility to notify the guidance office about sending out midyear grades.

10. Final transcripts will be sent to the college that the student will attend. **FINAL TRANSCRIPT REQUESTS** will be given to seniors at the end of the school year. *Remember, college admissions representatives review all senior year grades very carefully.*

Students and parents are encouraged to contact their Guidance Counselor with any questions or concerns.