



COLLEGE APPLICATION PROCESS

Addenbrooke Classical Academy

STAFF

Principal

Charles Wright

High School Teachers

Nancy Hammerland – English

Josh Newton – History

Jon Russell – Science

Teri Moore – Math

Stuart Dameron – Music

Nora Bates – Spanish

Karen Boxley – Yearbook

Christina Welsby – Psychology

Counselor

Teri Moore

GETTING STARTED

- Update all of your information on CollegeinColorado.org.
- Are you using the Common Application?
<https://www.commonapp.org/Login>
- Pay \$3.00 application processing fee for each college to Main Office.
- Complete “Green Sheet” and sign FERPA Agreement

TEACHER/COUNSELOR RECOMMENDATIONS

- Request letters of recommendation from your teachers/counselors as soon as possible. A **minimum** two weeks notice is required.
- No more than two teachers and one counselor letter will be needed by most colleges.
- Provide Request for Recommendation Form, Counselor Recommendation Questionnaire and/or any additional information required by recommender.
- If you have not had a Transcript Conference with your counselor, you must do so before a counselor recommendation is requested.

STUDENT WILL SUBMIT

- Completed college application which may include:
 - College essay(s)
 - Resume' / Activity Sheet
 - Short Answer Questions
 - Other
 - Application Fee
- (unless waived by college or free/reduced lunch status)

COUNSELING OFFICE WILL SUBMIT

- Official High School Transcript
- ACT/SAT Test Scores (on transcript)
- Secondary School/Counselor Report Form and Recommendation (if required/requested)
- Teacher Recommendations (if required/ requested)
- School Profile

ADDITIONAL INFORMATION

DEADLINES

- Minimum of two weeks prior to college's application deadline
- Typical deadlines are on the back of your handout
- Winter Break: December 21-January 6
- Systems crash when?

ADDITIONAL INFORMATION

Counseling Office To Do's

- Record all materials requested and processed
- Review materials before sending
- Follow up with students/teachers for any missing information/documents

ADDITIONAL INFORMATION

- Application Processing Fee: \$3.00 for each official transcript request including:
 1. Colleges
 2. Scholarships
 3. Military Enlistments
 4. NCAA/NAIA Eligibility Centers
- Official transcripts cannot be given to students

ADDITIONAL INFORMATION

- A Mid-Year Report will be sent in January to all colleges who require one
- A Final Report/Transcript will be sent in June to the college you select to attend
- No additional charge for either of these submissions

ADDITIONAL INFORMATION

- Data related to your college applications and scholarships will be collected throughout the year to be used for:
 1. Graduation Insert/Scholarships
 2. ACA Profile
 3. Counseling advice for future seniors

FINAL WORDS

- The quality of a university is measured more by the kind of student it turns out than the kind it takes in. *Robert J. Kibbee*
- The "best college" is the one that is right for **you**. It is a quality option if for no other reason than it is the college that will best meet your needs. It fits. It might not hold the cachet or ranking that impresses your friends, but it does fit your aptitude and needs. *Peter VanBuskirk*
- Start thinking for yourself. Start looking for a team you want to play on, where you can be a starter every day and at least occasionally a star. *Donald Asher*