

# COUNSELING DEPARTMENT

## SENIOR COUNSELORS

**SENIORS A—C Mrs. Reyna**

**SENIORS D—F Ms. Jetabut  
RESOURCE COUNSELOR**

**SENIORS G—L Mr. Lambert**

**SENIORS M—R Mr. Ramsey**

**SENIORS S—Z Mrs. Crawford**

*Counseling Office Secretary:*

Mrs. Mills  
(301) 517-8108

*College/Career Information Coordinator:*

Ms. Harris  
(301) 517-8297

*Registrar:*

Mrs. Roop  
(301) 517-8154

Rockville High School  
2100 Baltimore Road  
Rockville, Maryland 20851  
301-517-8108  
210914 CEEB CODE

*The following is a step by step process on  
how we process transcript requests:*

1.) Counselors meet with the senior class in September to explain the college application process and to hand out college packets which include: A transcript request card, Secondary School Report Form, 3 teacher evaluation requests, activities form and a student self evaluation.

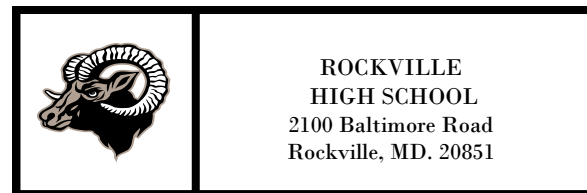
2.) Students fill out all of the above forms and turn them in to the registrar with the exception of the teacher evaluations (the teachers will turn those in directly to the registrar). **The registrar WILL NOT accept teacher evaluation forms from students.**

3.) The registrar will place all senior forms received in each students' senior folder. Once their folder is complete with all of the above forms including the teacher evaluations, the registrar will then ask students to bring in envelopes to begin the recommendation process. **(The recommendation process will NOT begin until all above forms are in the senior folder)**

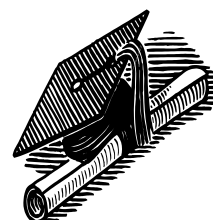
4.) The student brings 9x13 brown envelopes to the registrar, the registrar checks in each envelope by writing the name of each school requested on the transcript request card. Once the envelopes have been logged in, packets are prepared for each envelope and handed to the counselor for the recommendation request.

5.) The counselor takes the student's senior folder with the envelopes and the transcript request packets already prepared and begins to work on the student's recommendation. Once the counselor has completed the recommendation they return the student's senior folder to the registrar for mailing.

6.) The registrar makes copies of the counselor recommendation, finalizes the envelope packets, marks the mail date on the transcript request card and places them in the mailbox.



## APPLICATION & TRANSCRIPT PROCESS FOR 2010 GRADUATES



*TRANSCRIPTS REQUEST  
DEADLINE  
DATES*

<u><i>TO COLLEGE</i></u>		<u><i>TO REGISTRAR</i></u>
NOV. 1	*****	OCT. 8
NOV. 15	*****	OCT. 22
DEC. 1	*****	NOV. 5
DEC. 15	*****	NOV. 19
JAN. 1	*****	DEC. 2
Envelopes due on Jan 1 will be post marked by Dec.23		
JAN. 15	*****	DEC. 16
Counselors will have 4 weeks to prepare recommendations		
FEB 1	*****	JAN. 8

## College/Career Information

The Career Center is open year-round from 7:00am to 3:00pm and is staffed by Mrs. Janet Harris, the College/Career information Coordinator. In the Career Center, students may meet with representatives from colleges, vocational schools, military, and various career fields. Parents are also welcome to use the resources of the center. Mrs. Harris is available to help students with all aspects of their research and decision-making.

PLEASE CALL FOR AN APPOINTMENT

Our resources include:

- **Registration Materials For College Admission Tests**— SAT, ACT, PSAT, and TOEFL (Test of English for foreign language speakers), Fee Waivers
- **College Information**, such as catalogs, Naviance, books and applications, printed college guides, videos, computerized search programs
- **Financial Aid Information**— FAFSA, Scholarships, and financial aid workshops
- **Scholarship Information**— National, regional and local scholarship programs
- **Military Information**— All Branches of U.S. Armed Services, active and reserves, the National Guard, and military academies for the Coast Guard, Air Force, Navy and West Point.
- **Career and Occupational Information**— Printed and video form, and the career exploration program *CXOnline* from Bridges.com, which is available to Rockville students both at home and at school on the web (url: <http://usa.cxbridges.com>), **school user name: 0025963 Password: rockville**)
- **Vocational and Technical schools and apprenticeships**— Information on career and technical programs at the Gudelsky Institute for Technical Education at Montgomery College, & Career Training programs such as Holy Cross Hospital's School of Radiology
- **Employment, Summer Programs and information about alternative programs are also available.**

## APPLICATION AND TRANSCRIPT PROCESS

Applications to colleges, scholarships, the military, many special programs, and some employers require an **official transcript and recommendation**, which must be sent by the Registrar. However, it is the responsibility of the student to keep track of application deadlines and to submit transcript requests in a timely manner.

1. Obtain and complete the admission and financial aid applications for the schools in which you are interested. (Check College/Career Center for help)
2. Make a copy of each **blank** application when you receive it and use that copy as a rough draft. Print or type all applications legibly, as they will be scrutinized carefully by the college admissions office. Before mailing, be sure to photocopy each completed application for your file, or print out a copy of your online application. Many applications are available online.
3. If you need letters of recommendation from teachers, make your request in ample time directly to the teachers. Give each teacher a stamped, addressed envelope for each school, scholarship or program for which you are requesting a recommendation.
4. The following forms are available in the Counseling Office, and **must be completed before transcripts and counselor recommendations can be mailed**
  - \* Transcript release card, signed by a parent/guardian
  - \* Activities card or resume
  - \* Teacher evaluation forms for counselor use only (give a form to three different teachers; at least two should be in academic subjects)
  - \* Self-evaluation form
  - \* Secondary School Report/Counselor Recommendation Form
5. Give to the Registrar the completed transcript release card, activities card/resume, self-evaluation form, and an **envelope addressed to each college/program to which you wish to apply (the registrar will NOT accept envelopes until #4 has been completed)**. Do NOT put your own return address on the envelope; Please put your name beneath the flap of the envelope. Use a brown 9X13 clasped envelope, place 3 stamps on the envelope.

6. The transcript packet prepared by the Registrar includes:

- \* School Profile
- \* Secondary School Report Form
- \* Counselor letter of recommendation ( 3 completed Teacher Evaluation forms **MUST** be on file)
- \* An **OFFICIAL TRANSCRIPT** (which includes cumulative GPA/Weighted GPA and all grades and courses taken for high school credit)
- \* SAT/ACT and/or other test scores if they have been sent to Rockville High (Note: that many colleges, including UM, require test scores to be sent directly from ETS)

**Transcript packet cost:** The first 3 packets will be FREE of charge, after the 3rd transcript packet the cost will be \$3.00 per each request.

7. Allow **THREE WEEKS** for the processing of most materials, **FOUR WEEKS** for materials due by mid-January. The posted deadlines by the Registrar **MUST** be followed.
8. If your college requires **mid-year grades**, give the Registrar a stamped, addressed envelope in **JANUARY**. There is no charge for the mid-year transcript.
9. ***In MAY or JUNE, Please turn in your last stamped envelope addressed to the college to Mrs. Roop in order for your final transcript to be mailed when it becomes available in mid- July. Your final***

**transcript is required by all colleges and will be sent only if you turn in an stamped envelope addressed to your school of choice.**

**There is No charge for the final transcript.**



### ITEMS TO KEEP IN MIND

DEADLINE DATES FOR :  
SAT AND TRANSCRIPTS

DON'T FORGET TO LOOK FOR  
COLLEGE/CAREER CENTER NEWS

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Rockville, Maryland 20851  
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