

**Watkins Mill High School
10301 Apple Ridge Road
Gaithersburg, Maryland 20879**

Counseling Department
Telephone: 301-840-3970 Fax: 301-840-3974
CEEB Code: 210568

College Application Information & Procedures

Please read the following information carefully. This packet will serve as your reference for transcript and recommendation procedures as well as answers to frequently asked questions about the college application process.

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Who will help me to complete a search for colleges?

- Mrs. Prochnow, College/Career Coordinator, will guide you through the *Family Connection* program. *Family Connection* is a college search program accessed from any computer at the following address: <http://connection.naviance.com/wmhs>. Ask Mrs. Prochnow for help and get printed instructions.
- The Career Center offers printed materials on the colleges including lists of recommended schools by majors, NCAA sports listings, college source books and brochures.

How do I obtain and send my college applications?

- Using the website of the college, apply electronically or download the application. **THE STUDENT IS RESPONSIBLE FOR COMPLETING AND SENDING THE COLLEGE APPLICATION.**
- Some paper applications may be obtained from the Career Center. Students may use any paper applications found in the Career Center filing cabinets.

How do I send the required transcripts for college and/or scholarship applications?

- Complete the Watkins Mill High School Transcript Release Form.
- Complete the Watkins Mill High School Secondary School Report Form
- Prepare envelopes addressed to the college/university or scholarship source. Place proper postage on the envelopes. (See instructions on Transcript Release Form.)
- Hand in the materials to the Registrar's Office
- *Allow 15 school days to process.*

How do I have my SAT/ACT scores sent to a college or university?

NOTE: Most colleges/universities recommend that scores be sent directly from SAT or ACT testing services for reasons of validity and timeliness.

Scores sent directly from SAT or ACT Testing Services:

- Complete the test registration form on paper or on-line at www.collegeboard.com or www.actstudent.org and designate which colleges/universities should receive your scores by indicating the appropriate code number for each college/university.
- **Very important** to indicate the **high school code 210568** for Watkins Mill High School.
- Scores are received by the college/university approximately **3 weeks** from the date of the test.
- To order additional score reports by phone, call **1-800-SAT-SCORE** (for SAT) or **1-800-525-6926** (for ACT) or online for SAT: www.collegeboard.com and on-line for ACT: www.actstudent.org.

How do I request a Counselor Recommendation?

- Complete the Student Brag Sheet and return the form to the Registrar's Office when you initially request your transcript(s).
- Complete and sign the Watkins Mill Secondary School Report Form and return to the Registrar's Office at the same time you request your transcript.
- The counselor recommendation letter will be processed along with your official transcript.

What if my college or university requires a Teacher Recommendation?

- You will ask the teacher to write a recommendation for you.
- If the teacher agrees to write the recommendation, give the teacher your resume or a copy of your completed Student Brag Sheet along with the Teacher Recommendation Request and a stamped envelope, addressed to the college. The return address on the envelope should read: WMHS, 10301 Apple Ridge Road, Gaithersburg, MD 20879.
- Write your name and deadline date under the back flap of each envelope.
- The teacher will send the completed recommendation directly to the college.
- Allow at least three weeks for a teacher to complete and submit the recommendation.
- You should need a maximum of two teacher recommendations and many colleges request only one.

How do I apply for a scholarship?

- Most scholarship applications require an official transcript.
- Request a transcript from the Registrar's Office using the transcript request form and provide a stamped envelope.
- Allow at least two days for processing a transcript request, more time if a counselor letter of recommendation is needed.

How do I know when my transcript was sent by WMHS and received by the college?

- WMHS will send your materials within 15 school days. Check with the Registrar's Office to know when the materials were mailed.
- WMHS recommends that you follow up with your college or university admissions office to make sure all your application materials have been received.

How are Mid-Year Grade Requests Processed?

- By February 15th, submit one stamped envelope (business size 4 x 9) addressed to the college, for each Mid-Year School Report Needed.

How are Final Transcripts Sent?

- Complete the Senior Survey on Family Connection, www.connection.naviance.com/wmhs, to indicate where the final transcript should be sent. No fee or envelope is necessary. Final transcripts will be mailed in mid-July.