



COLLEGE PREPARATION PACKET

Use this checklist as a guide to complete all forms included in this packet.

Junior Year:

Step 1:

_____ Complete and return the ***Transcript Release Form*** with all required signatures.
Guidance cannot send ANY student records without this release.

Step 2:

_____ Complete your **Student Resume**. Include activities and achievements from school and community, as well as volunteer work and employment experiences.

Step 3:

_____ A parent/guardian completes the **Parent Brag Sheet**.

Step 4:

_____ Student completes the **Counselor Recommendation Form**.
The Parent Brag Sheet and Counselor Recommendation Form are used to assist in writing the student's letter of recommendation.

Return the completed forms to the office before the end of your junior year.

Step 5:

_____ Student requests **2** teachers to write individual letters of recommendation. Student then completes **2 Teacher Recommendation Forms** and gives 1 to each teacher. This form is used to assist the teacher in writing the letter of recommendation. **It is strongly recommended that you ask your teachers during your junior year.**

For each college you apply to your Senior Year:

Step 1:

_____ Request that SAT/ACT scores be sent to each college **directly** from the College Board or ACT. Please see <http://www.collegboard.com> or <http://www.actstudent.org> for directions.

Step 2:

_____ Submit a completed yellow **College Transcript Request** form to the office. **This form must be submitted at least 15 days before the college application deadline.**

Mercer County Technical Schools

Transcript Release Form

Pursuant to the 1974 Family Educational Rights and Privacy Act (FERPA), transcripts and other student records may be released only with written authorization from a parent/guardian or adult student.

No student records may be sent without this release, either by mail or electronically. Please complete all requested information below:

Name of student: _____ Class of: _____

Student signature: _____ Date: _____

I authorize the release of official student transcripts to the colleges, agencies, and/or organizations as requested in writing by my child as part of the college admissions/post-secondary high school planning process:

Parent/Guardian name (please print): _____

Parent/Guardian signature: _____ Date: _____

In addition, some colleges and universities (particularly the more selective) may request information on any student suspensions or expulsions. This information can only be released with additional parent/guardian consent.

If you do not authorize below, any inquiries from colleges and universities will receive the response "Release of this information requires an express consent by the student's parent/guardian, which we do not have on file."

Please check one:

_____ I **DO** authorize release of any records pertaining to suspensions or expulsions for my child.

_____ I **DO NOT** authorize release of any records pertaining to suspension or expulsions for my child.

Parent/Guardian signature: _____ Date: _____

FOR OFFICE USE: _____ DATE RECEIVED _____ DATE PROCESSED _____ INITIAL

Mercer County Technical Schools

Parent/Guardian Brag Sheet

Student Name (Please Print) _____

Parent Name (Please Print) _____

Parent Signature _____

*If your child has a disability or other special need, do you give your permission to disclose this information in the counselor recommendation? ____yes ____no

Parent/Guardians are requested to write a short informational statement that will be helpful in writing the counselor recommendation letter and/or secondary school report forms required by some college applications. ***Please use the space on the reverse side of this page, and attach more pages if needed.***

In counselor letters of recommendation, college admissions counselors are looking for what makes your child unique in areas such as:

- Interests, hobbies, or activities he or she participates in school, the community, or work.
- Personal qualities and characteristics (please include examples) that set your child apart from his or her peers.
- Any obstacles that your child may have overcome or any challenges he or she has managed well.
- Any areas of exceptional growth in your child during his or her high school experience.
- Any accomplishments or an events that made you especially proud of your child.

Thank you for your very important assistance during the college application process.

Mercer County Technical Schools

Counselor Recommendation Form

This form helps your counselor to write your letter of recommendation. Please completely answer the questions below.

Student name: _____ Date _____

1. Intended major and career interest:
2. Which teachers will you ask to write a teacher letter of recommendation?
3. How have you changed during your high school experience? What have you learned about yourself?
4. Is there anything special you would like to have included in a recommendation about you? (For example: distinguishing personality and character traits, values, and unique circumstances in your life that you feel are important for a college admissions counselor to know about you).

5. What obstacles have you had to overcome during your high school years? With what challenges have you struggled most? Is there anything that you feel should be clarified or discussed in order to improve your chances for admission?

6. Please describe the most important activity in which you have been involved (in or outside of school) and/or describe any leadership roles that have made an impact on you, your school, or community.

Mercer County Technical Schools

Teacher Recommendation Form

To the teacher receiving this form:

1. The student has completed the form below to assist you in writing a letter of recommendation.
2. In your letter, you may discuss topics such as: scholastic ability, motivation, initiative, personality, integrity, cooperation, maturity, and leadership qualities.
2. You may also wish to include:
 - Anecdotal examples that illustrate the character or judgment of the student.
 - A comment about the accuracy of your first reaction to this student. Do you still feel the same? Why?
 - Why is this type of school/employment a good match for this student?

Thank you for your assistance in this student's college application process.

Student Name _____

Teacher's Name _____

Colleges that you are considering/applying to: _____,

_____, _____,

_____, _____.

1. What is your intended major and career interest?

2. What classes did you take with this teacher, and what grades did you earn?

Mercer County Technical Schools Teacher Recommendation Form

To the teacher receiving this form:

3. The student has completed the form below to assist you in writing a letter of recommendation.
4. In your letter, you may discuss topics such as: scholastic ability, motivation, initiative, personality, integrity, cooperation, maturity, and leadership qualities.
2. You may also wish to include:
 - Anecdotal examples that illustrate the character or judgment of the student.
 - A comment about the accuracy of your first reaction to this student. Do you still feel the same? Why?
 - Why is this type of school/employment a good match for this student?

Thank you for your assistance in this student's college application process.

Student Name _____

Teacher's Name _____

Colleges that you are considering/applying to: _____,

_____ , _____,

_____ , _____.

6. What is your intended major and career interest?

7. What classes did you take with this teacher, and what grades did you earn?

8. Describe any major project, activities, or accomplishments in which you were involved during the classes you took with this teacher.

9. Describe your favorite memories of classes with this teacher.

10. List any activities, volunteer or paid work, or awards or honors you have been involved with or received in or outside of school. You may also attach a copy of your student resume.

Please note: copies of teacher letters of recommendation will not be released to a student without the teacher's written permission.