

2023-2024 REQUEST FORM

Please fill this form out and return to the College Center. You will be billed for the fee via EZ Pay or you may pay by cash or check (payable to **Upper Arlington City Schools**)
\$5 Official Transcript Fee for EACH college requested (\$15 for full page).

PLEASE PRINT (1st Request needs 3 weeks to process. Please plan accordingly.)

Name: _____ ClassYear: _____

Counselor: _____

This is my **FIRST** request (Please circle one): **YES NO**

FERPA WAIVER COMPLETE? **YES NO** (if using Common App)

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

CA ID #: _____ I have linked NS with the CA _____ **Earliest** Deadline: _____

My Common App Email is: _____ My CA password is: _____

There is a **\$5 fee** for **EACH** college listed on this form. We accept cash or checks payable to **Upper Arlington City Schools**.

NOTE: Upper Arlington High School Transcripts do NOT contain any testing information, such as ACT, SAT, AP, or IB scores. These scores must be sent directly through the testing organization. Transcripts report **ONLY** semester grades.

(IF ED: Counselor Signature: _____) I have attended another High School: _____
Name/State and grade level

1. _____		
College Name	City and State	Due Date
I am applying via Comm App College Website (Circle One)	This app is: ED EA Priority Rolling Regular (Circle One)	
I need a written counselor recommendation: yes no	Send teacher recs from: _____	

2. _____		
College Name	City and State	Due Date
I am applying via Comm App College Website (Circle One)	This app is: ED EA Priority Rolling Regular (Circle One)	
I need a written counselor recommendation: yes no	Send teacher recs from: _____	

3. _____		
College Name	City and State	Due Date
I am applying via Comm App College Website (Circle One)	This app is: ED EA Priority Rolling Regular (Circle One)	
I need a written counselor recommendation: yes no	Send teacher recs from: _____	

OFFICE USE ONLY

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Date: _____ Recd by: _____ Cash | Check

Counselor Initial: _____ Return Date: _____

Check # _____ Amount Paid: _____

VIA: CA/Coalition/eDocs US Mail Date: _____

Sent to Counselor: _____ Page ___ of _____

If Counselor Recommendation is required you will need the following: ***Brag Sheet*** (completed by parents) **AND *College/Career Form for Counselors*** (completed by student) must be returned to Counselor at least 3 weeks prior to first due date.

Letter of Recommendation Student Information Form for Teacher (completed by student for teacher recommender):

Word documents form are downloadable on the UAHS College Center website:

<https://www.uaschools.org/CollegeCenter.aspx>

All documents should be completed 3 weeks BEFORE the first college deadline and in Canvas sent via email to either your counselor or teacher recommender.

HIGH SCHOOL RESUME

A resume of High School activities should be completed for your counselor, if they are writing a letter of rec. It should include school or community activities, jobs, hobbies, travel experiences, special talents, leadership positions, summer educational experiences, volunteer activities or other time involvements you feel have been beneficial. Keep it to one sheet of paper. (You may print on both sides) The High School resume will also be helpful as you fill out your college applications.

TESTING INFORMATION:

Please be aware that it is the **student's responsibility to send ACT or SAT scores** to the colleges/universities or scholarship organizations where you are applying. Note: These can take **2-3 weeks to be delivered to the college/university. Scores are NOT included with your transcript. Do not delay!**

The web address to send ACT scores is: www.actstudent.org

The web address to send SAT Test scores is: www.collegeboard.org

Each of these organizations charges a fee to send scores to a specific college organization. The fees are typically about \$12 per set of scores sent. Colleges will ALWAYS use the best scores that they have to review with your application.

COMMON APP Matching:

You must complete the FERPA Release Authorization on the Common App (CA) website if you are applying to a CA school. **The College Center recommends that you say 'I waive my right to review...'** It makes you appear more confident in your recommenders and at most colleges you would not be permitted to read the letters until after you enroll, if you retain that right.

You must 'match' your CA account with your student Naviance Student (NS) account. This is done by logging into a NS student account clicking on the "colleges" tab clicking on the "colleges I'm applying to" link. You will see a red box that says 'match accounts'. Click on that box. You will see the 'Common App E-Mail Address' Box. In the middle of the box you will enter the email address you used to create an account on the CA. After you put in your email, click the "match accounts" button. Please include your CA email and password for your account on the front side of this form.

LETTERS OF RECOMMENDATION:

You must "link" your teachers to your Naviance Student account in order for your recommender to be able to submit electronic recommendations to your colleges. Do this by logging into your 'student' NS account, click on the 'colleges' tab under "My Colleges", look down and you will see "Apply to College" and then click on the "Letters of Recommendation" link click "Add Request" button and select teacher using the drop down menu submit request. DO NOT request a teacher until you have talked to them in person and received their affirmation that they will write you a letter. DO NOT cancel your request without talking to the teacher first. Do not ask more teachers for recommendations than you actually need. For a more detailed description of the Teacher Recommendation request process please visit UAHS College Center website – Senior Form/Info.

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