

**JOEL BARLOW HIGH SCHOOL
PROCEDURES FOR PROCESSING COLLEGE APPLICATIONS
SCHOOL CODE/CEEB CODE NO. 070638**

1. Before we can process your application, we need:
 - a. release to forward records form
 - b. registration form
 - c. confirmation of *commonapp.org* account registration
 - d. *Naviance* resume
 - e. personal questionnaire
 - f. parent profile

All forms are available on the JBHS Counseling webpage and Naviance

2. If you need assistance with your applications, bring them to the counseling office or career center for help and review.
3. When they are complete, **at least two (2) weeks before the deadline**, give the registration forms, even if you have filed on-line, to the school counseling Administrative Assistant.
*Please note that in order for an application to be processed before the Thanksgiving recess, the **deadline is 11/09/11**.
The deadline for the Holiday recess, is **12/09/11**.
4. Within the same two week allowance, give any teacher recommendation forms to the appropriate teacher, and inform them of your deadlines. They may choose to submit the completed forms to the school counseling dept. for submission with your packets, or they may send them separately. Provide them with any information that will assist them, or use the form letter available in the counseling office.
5. We will send all required information directly to your college admissions offices. All **official** documents must be sent from **Joel Barlow High School**. Students and parents are **not** allowed to transmit official school documents themselves.

With the tremendous increase in the number of applications submitted by our students, it has become absolutely necessary that we adhere to the **two week** turn around time. Unfortunately, unless there are extenuating circumstances, we will not be able to guarantee the timely submission of an application received by us after the two week period begins.

All students are allowed up to five transcript requests processed free of charge; after that, the fee will be **\$5.00** per application, payable when the transcript request is submitted.

Thanks for making it easy for us to help you with this very important and exciting project. Please stop by the counseling office whenever you have a question. We look forward to hearing your reactions to a school or program. **Good Luck!**

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