

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. registration form
 - b. college application (if applicable)
 - c. release to forward records form
 - d. co-curricular card or resume
 - e. personal questionnaire
 - f. parent profile
2. If you need assistance with your applications, bring them to your counselor or the 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, and applications, if there are any, to the guidance secretary.
*Please note that in order for an application to be processed before the Thanksgiving recess, the **deadline is 11/09/09**. The deadline for the Holiday recess, is **12/08/09**.
4. With 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 guidance department for mailing 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 guidance 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**.

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 mailing of an application received by us after the two week period begins.

It has also become necessary for us to charge a fee for processing and mailing, again because of the dramatic increase in numbers, All students will have up to five applications processed free of charge; after that, the fee will be **\$5.00** per application, payable when the application is submitted.

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

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