

**Matignon High School**

**Guidance Department**

**Senior Information Packet**

**Class of 2012**

## **THE COLLEGE APPLICATION PACKAGE**

Once you have selected the schools to which you are interested, you can begin the application process in the fall of senior year. The majority of the colleges and universities in the U.S. use the **Common Application**, and most of them require that students apply on-line. However, if a college to which you are applying does not use the Common Application, then be sure to obtain the correct application from the college. The Common Application simplifies the application process by allowing students to use one form to apply to many schools. The student fills out the Common Application once, and then submits copies electronically to each of his/her colleges. It is available online at [www.commonapp.org](http://www.commonapp.org). Many colleges using the Common Application require a *supplement* to be completed by the student. Be sure to follow directions carefully for submitting the Common Application.

There are two parts to the application package - the student portion and the high school portion. The student fills out his/her portion and submits it to the college. Students are responsible for submitting the application, the application fee, essay (if required), and any other information such as a graded writing sample, art portfolio, etc. that a college may request. Since you are responsible for submitting your application, you are also responsible for knowing the deadlines for each and every college to which you are applying. **DON'T TREAT DEADLINES AS THE DATES YOU ARE TO DO SOMETHING. GIVE YOURSELF PLENTY OF TIME TO INSURE THAT YOUR BEST EFFORT IS APPLIED WHEN FILLING OUT THE APPLICATION.** The Guidance Office is responsible for submitting the school portion, a.k.a the **Transcript Package**.

## **THE TRANSCRIPT PACKAGE PROCESSING**

You must request that a copy of your high school transcript be sent to every college to which you are applying. Transcript Package Request Forms may be obtained in the Guidance Office (see example below). The secretary will prepare the Transcript Package which includes: your high transcript of grades 9-11, first quarter senior grades, SAT's, ACT's, Secondary School Report, guidance counselor letter of recommendation, and Matignon's School Profile. Submit the "Transcript Package Request Form" to your Guidance Counselor at least 10 days prior to the application deadline. **12/2/11 IS THE DEADLINE FOR REQUESTING YOUR TRANSCRIPT PACKAGE BE SENT TO COLLEGES BEFORE CHRISTMAS VACATION.**

The Guidance Office will send out five (5) Transcript Packages for no charge. There will be a \$5.00 fee for each additional Transcript Package for which the student will be billed prior to graduation.

**TRANSCRIPT PACKAGE REQUEST FORM**

NAME \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_

COLLEGE \_\_\_\_\_

COLLEGE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_ APPLICATION DEADLINE \_\_\_\_\_

Please submit Transcript Package Request Form 2 weeks prior to when you want your transcript mailed to the college.

For office use only:

R\_\_T\_\_RC\_\_P\_\_SSR\_\_OTHER\_\_\_\_\_ DATE MAILED \_\_\_\_\_

Indicate type of application used: COMMON APPLICATION\_\_\_\_ OTHER\_\_\_\_

Guidance Office will send out five (5) Transcript Packages at no charge. There will be a \$5.00 fee for each additional transcript for which the student will be billed prior to graduation.

**RECOMMENDATIONS**

Most colleges will require one (sometimes two) teacher recommendations as well as a recommendation from your guidance counselor. When you ask (never demand) a teacher for a recommendation, you need to give to that teacher the following: a two-pocket folder that has your completed senior information sheet (make a copy of your original senior information sheet and leave original in the Guidance Office); a stamped, addressed envelope for each college to which you are applying; and the deadline as to when you would like the teacher to mail your recommendations. You should ask the teacher(s) for a recommendation in the beginning of your senior year, but at the very minimum, you should give your teacher two weeks in which to write your recommendation. **You do not** need to submit stamped, addressed envelopes for your recommendations to your guidance counselor.

## **COLLEGE ENTRANCE TESTS**

Be sure to have an official copy of your SAT or ACT test scores sent to Matignon High School. This is done when you register to take the SAT's (I or II) or ACT's by filling in our high school code: (**CEEB #220-515**) on the registration form.

### **SAT's and ACT's**

Matignon is a test center for the SAT's in October, November, December of 2011 and March, May and June of 2012.

Matignon is also a test center for the ACT's in June 2012.

You must register for the tests on line. Please be aware of registration deadline dates for regular, late and standby dates. **To avoid late fees, register early.**

Matignon CEEB # 220-515

The Matignon Test Center Code for the SAT is: 22260

The Matignon Test Center Code for the ACT is: 238220

### **SAT Testing Dates**

Matignon High School is a test center for all dates except January 28 of 2012

2011-12 Test Dates	Test	U.S. Registration Deadlines	
		Regular	Late (a fee applies)
October 1, 2011	SAT & Subject Tests	September 9, 2011	September 21, 2011
November 5, 2011	SAT & Subject Tests	October 7, 2011	October 21, 2011
December 3, 2011	SAT & Subject Tests	November 8, 2011	November 20, 2011
January 28, 2012	SAT & Subject Tests	December 30, 2011	January 13, 2012
March 10, 2012	SAT only	February 10, 2012	February 24, 2012
May 5, 2012	SAT & Subject Tests	April 6, 2012	April 20, 2012
June 2, 2012	SAT & Subject Tests	May 8, 2012	May 22, 2012

## ACT Testing Dates

Test Date	Registration Deadline	(Late Fee Required)
September 10, 2011	August 12, 2011	August 13 – 26, 2011
October 22, 2011	September 16, 2011	September 17 – 30, 2011
December 10, 2011	November 4, 2011	November 5 – 18, 2011
February 11, 2012*	January 13, 2012	January 14 – 20, 2012
April 14, 2012	March 9, 2012	March 10 – 23, 2012
June 9, 2012	May 4, 2012	May 5 – 18, 2012

### **FINANCIAL AID**

The FAFSA (Free Application for Financial Student Aid) are scheduled to arrive in high schools in December. We will notify you when we receive them. PROFILE forms are available in October. Two helpful internet sites for financial aid are: [www.fafsa.gov](http://www.fafsa.gov) and [www.salliemae.com](http://www.salliemae.com). National, state and local scholarship opportunities are posted on the school web page as well as in senior homerooms beginning in the month of October.

Matignon High School Guidance Department will conduct a Financial Aid Workshop for senior parents on Thursday December 1, 2011 at 7:00pm.

### Helpful Internet Sites for seniors

[www.collegeboard.org](http://www.collegeboard.org)

<https://www.commonapp.org/CommonApp/default.aspx>

[www.salliemae.com](http://www.salliemae.com)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## SENIOR INFORMATION SHEET – CLASS OF 2012

**Letters of recommendation are required by many colleges/universities. Please complete this form carefully as your guidance counselor and teacher will use the information on this form to write your recommendation.**

Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**Academic recognition during high school (Honor Society, Honor Roll, etc.)**

Gr. 9 \_\_\_\_\_ Gr. 11 \_\_\_\_\_

Gr. 10 \_\_\_\_\_ Gr. 12 \_\_\_\_\_

**School clubs and/or school athletics in which you have participated. Please state if you held an office in a club or a position of captain on a team.**

Gr. 9 \_\_\_\_\_ Gr. 11 \_\_\_\_\_

Gr. 10 \_\_\_\_\_ Gr. 12 \_\_\_\_\_

**Employment-List job and number of hours worked per week.**

Gr. 9 \_\_\_\_\_ Gr. 11 \_\_\_\_\_

Gr. 10 \_\_\_\_\_ Gr. 12 \_\_\_\_\_

**Service-List volunteer service.**

1. \_\_\_\_\_  
Christian service required by Matignon High School

2. \_\_\_\_\_  
Other service in or outside of school, i.e.-tutoring, CCD teacher, hospital, etc.

**Please indicate any hobbies in which you are actively involved outside of Matignon High School.**

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