



FOXBOROUGH REGIONAL CHARTER SCHOOL
Foxborough, Massachusetts 02035

College Application Procedure
September 2007

Please read this carefully. These procedures regarding applications and transcripts must be followed.

1. College Information

Each senior will be expected to complete a College Application Deadline form by the first week of October listing colleges to which he or she is planning to apply. This form is critical to ensure applications are sent in time to meet deadlines.

You must indicate:

- (1) whether or not you are using the common application (www.commonapp.org) and
- (2) if there is a secondary school report form to be completed by guidance.

For completing applications, our school's College Board School Code (CEEB) is 220-841.

2. Applications

For every application you are planning to send you must:

- (1) Give an addressed, unsealed 9" x 12" envelope to the guidance office. Guidance will provide the envelopes (and the postage to send them to the colleges).
- (2) You must completely fill out all the student information (name, address, etc.) you can on all forms you give to Guidance Office.
- (3) Completely fill out a **Transcript Release Form**. This form must be signed by a parent or guardian unless the student is 18 years or older.
- (4) Provide Secondary School Report forms, if needed.
- (5) Send your SAT/AP and/or ACT scores directly from the College Board and/or ACT to each of the schools to which you have applied.
- (6) Ensure all letters of recommendation (except counselor's) are provided to the guidance office (or coordinate with the teacher to send directly to the college).

Paper Application - If you would like the Guidance Office to send your application together with the transcript and counselor letter of recommendation, please give your completed application (including any separate essay pages), with a check made payable to the college, to the Guidance Office. Place all of these materials in an addressed, unsealed 9" x 12" envelope.

On-Line Application - If you apply on line, you only need to give your counselor an addressed, unsealed 9" x 12" envelope. Include any items you were unable to submit on line inside the envelope.

NOTE: Guidance forms or secondary school reports received that are not completely filled in will be returned to you. This will delay when your application arrives at the school and may affect your admission.

The Guidance Office will **not** be reviewing, as general practice, every student application for completeness (i.e. checking for signature, making sure admissions addresses are correct, etc). As a senior, you are expected to be responsible for double-checking applications are complete and information is accurate. If you would like suggestions and comments on your application or essay, please make an appointment with Mr. Elsner.

Applications over Winter Break (December) - If you want to use the winter break to work on college applications, the Guidance Office may need to send your school records of ahead of you sending your application. Therefore, Guidance will need any forms or materials you need, or wish, to send as part of your application at least one week before the December break.

Letters of Recommendation – You are responsible for asking teachers at least four weeks before you need letters of recommendation. You must coordinate with teachers to make sure your letters are delivered to the Guidance office at least one week before your application deadline, if you want them included with your transcript. The counselor letter will be written automatically if required by your school and requested on the Transcript Request Form.

HOW DO I GET MY RECORDS SENT TO A COLLEGE?

Students must complete and have parents sign a **TRANSCRIPT RELEASE FORM** in order to have your school records released to colleges. This form can be picked up in the Guidance Office and must be filled out before any information can be sent from this school to any college.

WHAT RECORDS ARE SENT TO A SCHOOL?

The Guidance Office will send your high school transcript (grades 9-12) which includes any senior grades available at the time you are applying (including mid-term grades), a Secondary School Report Form (if provided by you from the colleges of your choice or the common application School Report Form), all SAT and AP scores (if indicated on your transcript release form). This is followed by your counselor recommendation, teacher recommendations (if they submit to them Guidance on time), and optional recommendation or materials you have provided.

The final piece is a Profile of the High School containing information regarding past graduating classes. This Profile also includes general information about our school, the curriculum and the grading system at the Foxboro Regional Charter School.

All of this information is placed in your application envelope, sealed and mailed. The master copies remain in our files. Transcripts and other documents are updated during the year as new information, such as grades, is received.

DOES IT COST ANYTHING TO HAVE MY INFORMATION SENT TO COLLEGES?

There is no cost currently for sending applications to colleges (unless priority mail or overnight mail is required). The return address at the top left corner of the envelope should read:

Foxborough Regional Charter School
Guidance Department
131 Central Street
Foxborough, MA 02035

It is recommended you also enclose a self-addressed stamped postcard to be returned to you by the college/university to confirm that they have received your materials. Put the name of the college/university on the back of the postcard.

HOW LONG DOES IT TAKE TO HAVE MY INFORMATION SENT OUT?

Students should give all their college information for each school (Transcript Release Form, Secondary School Reports, letters of recommendation, etc.) at least **TWO WEEKS** before the application deadline in order to ensure that the forms will be completed and arrive at the school on time. However, since most application deadlines fall on two or three dates during the year, students are asked to submit their information earlier if possible in order to alleviate the flood of applications just prior to application deadlines.

In order to meet any January 1 deadlines, Transcript Release Forms should be turned in to the Guidance Office no later than December 2 so that they can be processed before the holidays.

HOW DO I GET MID-YEAR GRADES SENT TO SCHOOLS?

Mid-year grades are sent to colleges upon their request or upon a written request from you. To send Mid-Year grades, students must supply us with a #10 business-size (9 1/2" x 4" white) envelope addressed to the college and stamped with one first class stamp. Write your name and school return address in the upper left corner, and write "Mid-year Report" in the lower left corner.

In late January, we will make a special announcement for students to hand in their Mid-Year grade envelopes for all schools applied to that require mid-year grades.

HOW DO I GET MY FINAL TRANSCRIPT SENT TO THE COLLEGE I PLAN TO ATTEND AFTER I GRADUATE?

The Guidance Department will automatically send your final grades to the school you have told us you will be attending next September.

Before final transcripts are sent, students must complete the College Decision Information Form.