

COLLEGE OFFICE
CLASS OF 2012 NEWSLETTER #13
· **December 6, 2011** ·

There are 7 school days until winter vacation.

UPCOMING COLLEGE OFFICE HOURS:

Monday, 12/12: Drop-in only.

Tuesday, 12/13: Drop-in only.

Wednesday, 12/14: Drop-in only.

Thursday, 12/15: Drop-in only from 8:20–11 a.m. (Winter break begins at 12 p.m.)

Friday, 12/16: Drop-in only from 9–12 p.m. (Office closed after 12 p.m. for mailing transcripts)

Monday, 12/19 – 1/2: The College Office will be closed.

Below is a checklist for what you should be doing between now and winter break, if you have not already done so:

- If you have not had a meeting with a counselor to discuss your final college list, please sign up for one ASAP.** You need to have a final list meeting before school lets out for winter break and the days are dwindling!
 - For schools that use the Common Application we do not need any additional materials from you*.
 - * However, if you plan to apply with the Common Application by mail (hard copy) instead of online, you need to inform Mrs. Dunnington. Schools will not accept our materials and teacher recommendations online if the student does not submit his/her portion of the Common Application online. Thus, in this case, students will be responsible for providing forms and envelopes to their teacher recommendation authors.
 - For schools that **do not** use the Common Application, submit that individual school's Secondary School Report (SSR) form to Mrs. Dunnington **ASAP**. (We do not need mid-year or end-of-year report forms, or envelopes.)
 - Please make sure to complete the student section and sign the SSR.
- Your **Online Recommendation Release Form** should be in to Mrs. Dunnington by now. This form, on which you list your recommendation letter authors, was originally due October 28. **We cannot send any materials online until we receive this form.** If you have not yet submitted this form, please do so **ASAP**. The form is available in the College Office. (If you completed the form for an early application, you do not need to complete it again.)
 - **If you have not asked your teachers yet, you cannot wait any longer.** Please see a counselor immediately to talk about how best to proceed.

- The Buckley Amendment gives the student the right to examine his or her recommendations at the school where he or she finally matriculates. Students have the option to waive this right of access. While this is a choice, we strongly encourage students to waive their right of access. Admission offices will weigh more seriously what writers say if the student has waived his or her rights.
- For the non-Common App schools to which you will apply, distribute Teacher Recommendation forms with clearly noted deadlines to teachers along with stamped, addressed envelopes **ASAP**. Envelopes should be standard size, preferably pull-and-stick closure, with the return address of teacher's name, c/o Milton Academy, 170 Centre Street, Milton, MA 02186. (You do not need to provide teachers with forms or envelopes for schools that use the Common Application. See above* for the one exception.)
 - Make sure you give your teachers ample time to write your recommendations. **Do not slip forms and envelopes into their mailboxes the day we leave for vacation.** Have a conversation with the teachers before giving them the forms.
- Work on your essays. If you submitted an essay for review by the December 2 deadline, counselors will try to review your essay as soon as possible. Completed essays are in Mrs. Dunnington's office so stop by toward the end of the week to see if your essay is ready.
- If you are applying for financial aid, file a **CSS/Profile** online at www.collegeboard.com, a **FAFSA** online at <http://www.fafsa.ed.gov/>, and complete financial aid applications at individual colleges, as needed.
- If you are an athlete who is being recruited or might be recruited by a Division I, or Ivy League school, you must register with the **NCAA Clearinghouse** before you can have an official visit. Visit the website at http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA_EMS.html#. Please be sure to download and submit the Transcript Request Form to Mrs. Dunnington.

- ▶ If you applied Early Action or Early Decision and you receive a decision from a college, **please tell us!** You can call, drop by the office, or email.
- ▶ If you have applied or will apply under an Early Decision agreement (I or II), please be aware that you may need to complete an Early Decision contract, which requires your signature, a parent signature, and a counselor signature. Some colleges, but not all, will prompt you to complete this process online.
- ▶ During this busy period, please check your email often. We will be scheduling on-campus interviews shortly and will need to keep you updated. Also, if you have applied early, colleges may call us if anything is missing in your file and we will notify you.

- ▶ The registration deadline for the January 28 SAT is December 30. (Please note that the January test date falls the Saturday after mid-year exams. Milton is not a test site.)
- ▶ A few pieces of information for the application process:
 1. **You are responsible for sending your official scores from the College Board (www.collegeboard.com/student) or ACT (www.actstudent.org) to the college(s).** The College Office will **NOT** send any scores to colleges and scores do **NOT** appear on your transcript.
 2. You should self-report your AP scores when filling out your applications. You should not pay to have the scores sent officially through AP Services.
 3. If you must answer "yes" to the question about Disciplinary Action on your applications, you need to come by and talk to one of us about your response. You are expected to answer these questions honestly.
 4. If you think you qualify for application fee waivers, see Mrs. Dunnington.
 5. Check your application deadlines carefully!
 6. If you do not apply online, please remember to **photocopy your applications before you send them.** Occasionally an application will get lost and you will be asked to produce a copy.
 7. Please be sure you provide adequate postage for your application materials before putting them in the mail - this includes your personal materials **and** the envelopes you provide for teacher recommendations. Larger envelopes require extra postage, but the weight of an envelope also plays into the price of postage. You can calculate postage at www.usps.com or visit the post office.
 8. Please do not hand-deliver or FedEx your applications - admissions offices do not look favorably on either practice.
 9. Please do not call the admissions offices to check on the status of your application - they are inundated with paper this time of year, and your call will only slow them down.
 10. If you receive postcards telling you that something is missing from your application folder, please tell us. Don't get stressed. Don't panic. Just come and see us.

COLLEGE INFO

Harvard University: Alumni interviews for Regular Decision applicants are tentatively scheduled for Saturday, January 7. Watch your email for a specific time and location.

Cornell University: Alumni interviews for Regular Decision applicants are tentatively scheduled for Thursday, February 2. Watch your email for a specific time and location.

Georgetown University: Alumni interviews for Regular Decision applicants are tentatively scheduled for Monday, February 6. Watch your email for a specific time and location.

***REMEMBER, OUR SCHOOL CODE IS 221430
College Office phone number is 617-898-2310
College Office fax number is 617-898-1717***