



METUCHEN HIGH SCHOOL

STUDENT COLLEGE APPLICATION CHECKLIST

4 Year Colleges

- Submit “Authorization to Release Student Transcript” form**
 - Parent gives consent electronically through the Genesis Parent Module/Forms.
- Complete the Record Release Permission Form**
 - Parent gives consent electronically through the Genesis Parent Module/Forms
- Complete the FERPA Waiver in SCOIR.**
 - “Grant” the waiver in SCOIR (first option).
- Teacher Letters of Recommendation***
 - Make an informal request (in-person or via email)
 - Add Teacher Name(s) in SCOIR (including your school counselor-total of three). Go to *My Colleges > Application Documents*.
 - Complete the Teacher Recommendation Questionnaire in SCOIR and include as much detail as possible.
- Counselor Letters of Recommendation**
 - Complete the Counselor Recommendation Questionnaire in SCOIR and include as much detail as possible.
 - As with your teacher requests (above), be sure to also request your school counselor recommendation letter in SCOIR.
 - Ask your parent/guardian to complete the Parent Brag Sheet in SCOIR (school counselors are the only ones who can see this and this does not get sent to colleges). Again, provide as much detail as possible.
- SCOIR Brag Sheet/Questionnaires**
 - Can be found under the Surveys section. Go to the menu in the upper right, then *Surveys*.
- Update your Resume**
 - Complete the Activities section of the Profile in SCOIR or prepare on your own

- **Add Colleges to your “Applying” list.**
 - Indicate which deadline and application you are using.

- **Add your Common App ID to your SCOIR account.**
 - The common App ID can be found in the top right of your Common App (it’s the CAID). Add this in SCOIR from the “*Profile*” page, or when adding any Common App school to your “*Applying*” or “*Applied*” List.

- **Common App and SCOIR:**
 - Complete Early Decision agreement and/or Fee waiver requests in both places (if this applies to you). See the [SCOIR Guide to the Common App](#) for directions.
 - Work on and submit your applications using Common Application, SCOIR Application and college-specific applications.
 - Move colleges to “**Applied**” in SCOIR right after you hit submit for the application.

 - **NOTE:** If applying using the **Coalition Application**, be advised, transcripts are not sent directly from MHS. Students must send them themselves via their Coalition Application locker.

- **Register with the NCAA** Student athletes interested in playing a sport in college should register. If you are not registered, visit www.eligibilitycenter.org

- **Complete Financial Aid Forms (FAFSA, CSS, etc.)** beginning October 1st. Complete all scholarship applications by deadlines.

- **Send SAT/ACT scores to colleges.**
 - Request scores 2-3 weeks before each deadline.
 - Self-report when possible.

- **Submit self-reported grades, if required by the college (due dates vary).**
 - Check your application status at each school.

Tips and Reminders

- Check over your own transcript to be sure it's accurate.
- Utilize the [College Application Tracker](#) to track each school's requirements. Also keep all of the portal links, usernames and passwords in one place. Most importantly, use a system that works best for you!
- Common Application
 - The Common App ID requested in SCOIR can be found in the top right of your Common App (CAID)
 - Do NOT enter email addresses for recommenders on Common App
 - Use the [SCOIR Guide to the Common App](#) to assist with Requesting Recommenders/Early Decision/Fee Waivers. This is linked on the main page of your SCOIR account (at the bottom).
- Outside Recommenders
 - Common App: Request via the application
 - Other applications: Recommenders can send directly to the school or your school counselor (letter can not come through you).
- SRAR/Self-Reported Grades
 - Required by some schools. Please keep in mind they don't use the same system.
 - Always use your unofficial transcript when completing a SRAR. You can find this in Genesis.
 - When reporting your grades, choose the yearly option if available. If this is not available, choose semester.
 - When entering grades, you only want to enter your final course grade. If you have to enter marking period grades, you do not have it set up correctly.
 - Entering middle school grades is not usually necessary.
- Test Scores
 - Some schools allow self-reporting of SAT/ACT scores. This is done on the application or their portal.
 - Official scores: Send scores 2-3 weeks ahead of deadlines.
 - Official SAT scores: Send from sat.collegeboard.org. Schools indicate on the site whether they accept score choice (sending some scores) or require all scores.
 - Official ACT scores: Send from www.actstudent.org
 - AP Scores: Self-report on application.

- Mid-Year Grades
 - Are available after the second marking period report cards are released.
 - Transcript is updated to include semester 1 averages for full-year courses, and final grades for semester courses.
 - Cumulative GPA's are run before Junior year, after 1st semester senior year, and at the end of senior year. For the Mid-Year GPA, full-year courses are factored-in sing half the total credit value (i.e. 2.5 instead of 5) since the class is not fully complete. Your GPA can certainly change but they tend to move only slightly.

- Final Grades
 - Will be released, one week after final grades have been posted, to your attending college assuming it has been identified as such in SCOIR.

- Future Transcript Requests
 - After you have graduated, all future requests for transcripts can be made via [Parchment](#), the online transcript servicing company.