



Class of 2013

Post-Secondary
Transition Meeting

College Application Checklist

- Update EDP & turn into Counseling
- Complete college application(s)
- Give counselor the Counselor/High School Certification to fill out (if required by college)
- Request recommendations (if required by college)
- Send ACT and/or SAT scores to each school
- Register & request transcript with Docufide

Step 1 – Update Your EDP

- Visit [Career Cruising](#)EDP
Enter Username (HHS 10 digit student ID) and Password: (Student Generated)
Make sure to complete or revise:
 - Under Quick Links~Update Profile~Complete Personal Info with current email
 - Careers & Schools of Interest
 - Career Prep: Career Pathways, Post Secondary Info & Goals
 - Activities & Abilities: Extra-Curricular & Awards
 - Work Experience
 - Volunteer Experience
- Must be at 100 % completion status
- Print a copy of your EDP (Printer Friendly Version)
- Turn in your signed (Parent/Guardian & Student) EDP to Counseling on 9/4/12.
- Your college and/or scholarship applications will not be processed until you turn in your SIGNED EDP!
- Your counselor will use your EDP to write your recommendation letters.
- EDP is considered an obligation. Therefore, **ALL** seniors must submit a signed copy to receive your cap & gown in the spring.

Step 2 – Complete Applications

- Applications can be completed online, which is the preferred method, or students can print copies from the college/university websites.
- Apply early (NO later than Thanksgiving)
 - U of M: Ann Arbor prefers applications by late October
 - MSU: Early Notification deadline is usually early in October
 - Complete essays (if required)
- Senior Packet has more details on completing applications
- Get letter(s) of recommendation (if required)

Email your counselor to request a recommendation letter. See page 8 & 9 of Senior Packet for more details on letters of recommendation.
- Visit <https://www.commonapp.org/CommonApp/default.aspx> for information on submitting a Common Application

Step 3– Counselor Certification

- Give your counselor the High School Certification or Counselor Page (if required) for each school
 - Some schools require a Counselor Certification page when you apply online
 - There are also schools that require an electronic recommendation from your counselor (Ex. schools that use the Common Application)
 - Hard copies of applications may have a section for the counselor to complete
- Your counselor will complete the Counselor Certification page within five business days when you have turned in everything required (see the College Application Checklist on page 11 of your Senior Packet)

Step 4– Send Test Scores to Colleges

- Farmington Public Schools no longer sends ACT or SAT scores
- If you did not request the testing company to send scores when you took the test:
 - Visit www.actstudent.org to send ACT scores
 - Visit www.collegeboard.com to send SAT or AP scores
- You can also register to retake ACT/SAT on these sites to improve your scores (see page 3 of your Senior Packet for individual schools' score recommendations)

Step 5– Docufide Transcript Request

- The State of Michigan has mandated that all high schools send transcripts electronically using Docufide by Parchment.
Please note: Docufide registration is mandatory!! Your application can not be completed unless you request a transcript through Docufide.
- Visit the following link
<https://securetranscript.docufide.com/admin?senderpkid=400fx>
Register with an email address that you check often. All public colleges in Michigan participate with Docufide and will not require a fee.
Docufide may charge a small fee for each transcript, depending on where you apply.
- If the school requires the counselor to fill out the Common Application, request this through Docufide
- See page 11 of your Senior Packet for more details on Docufide

Step 6– WAIT!!

- Once you have completed Steps 1-5, schools will contact you regarding your acceptance status.
- Some schools take 2-3 months to give a response. Try to be patient
- **APPLY EARLY !!!!**
 - Have we said that before? 😊
 - The longer you wait to apply, the longer you'll wait to get a response

While You're Waiting For a Response

- Concentrate on your studies to maintain or increase your GPA
- Read your ENTIRE senior packet
- Start applying for Financial Aid and Scholarships
 - See pages 4-5 of your Senior Packet for more details
 - Check the Counseling Office for the most current applications
- Fill out the FAFSA (Free Application for Federal Student Aid) after Jan. 1st but before the Michigan deadline on March 1st
- If you plan to play college sports, register for NCAA
- Males must register for selective service by 18th birthday
- If you are taking a correspondence course, all of your exams must be sent by April 1st to ensure the credit will be on your transcript in time for graduation

Remember to Finish the Race

- Universities can revoke admission if they see a downward trend in senior grades.
- We will not be making any schedule changes for seniors unless you have written permission from the colleges to which you've applied.
- Keep up the hard work that made you eligible for a university in the first place.
- **Finish Strong!**
<http://www.youtube.com/watch?v=syIm5MHG4O4>

WESTERN MICHIGAN UNIVERSITY



Office of Admissions

July 14, 2008

The Admissions Committee has completed its review of your final high school transcript which showed a downward trend in grades since the time of your admission. We are concerned about this decline and are withdrawing our offer of regular admission and substituting an opportunity for **conditional admission** through the Alpha Program, as well as placing you on academic probation.

The Alpha Program will provide you with the necessary tools to begin a successful academic career at WMU. **You and your parent or guardian must sign and return the enclosed contract to our office no later than two weeks from the date of this letter.** Your original offer of admission to WMU is no longer valid and the Alpha Program admission offer cannot be confirmed until the signed contract is returned to our office. If you do not return the signed contract, we will assume that you no longer wish to attend WMU this fall. To remain in good standing at the University, you must have at least a 2.0 overall grade point average at the end of your first two enrollment periods as outlined on the enclosed **Academic Standards Policy**.

This change in your admission status to the Alpha Program may impact your class registration for fall 2008. We encourage you to contact the Alpha advisor at (269) 387-4410 as soon as possible.

We wish you success in your first year at WMU

Sincerely,

Handwritten signature of Penny Bundy in cursive.

Penny Bundy
Director of Admissions

Enclosure

cc: High School ✓
Alpha Advisor

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