

# Class of 2022 College Application Process FAQ

Welcome back to school, Class of 2022! As you begin/continue the college application process, here are some answers to common questions that counselors receive (divided by topic):

## **TRANSCRIPTS:**

- **When should I submit a request for South County to send an official transcript to a college/university?**
  - Submit a request as soon as you are certain you will be applying to a particular college/university. The Transcript Office needs time to process the many requests that come in, so we ask that students follow the SCHS Transcript Request Deadlines below. **\*\*SCHS cannot guarantee on-time delivery for any requests received after the deadlines outlined in this chart\*\***

College Deadline	SCHS Transcript Request Deadline
October 15 <sup>th</sup>	September 24 <sup>th</sup>
ANY November	October 1 <sup>st</sup>
ANY December	October 29 <sup>th</sup>
January 1 <sup>st</sup> -14 <sup>th</sup>	November 19 <sup>th</sup>
January 15 <sup>th</sup> -31 <sup>st</sup>	December 3 <sup>rd</sup>
ANY February	January 10 <sup>th</sup>
ANY March	February 4 <sup>th</sup>

- **How do I submit a request for South County to send an official transcript to a college/university?**
  - There are **three steps** to requesting an official transcript:
    1. Student and parent/guardian fully complete (including checking the box and signing) the [Consent for Release of Student Records](#) and submit it to the Transcript Office by scanning and e-mailing it to [SCHStranscripts@fcps.edu](mailto:SCHStranscripts@fcps.edu) (**one time only**)
      - Can also submit in person if printer/scanner is inaccessible at home
    2. Complete the [Transcript Request Google Form](#) (**do this once for each transcript request – for example, if you are applying to four colleges, you will submit this form four separate times**)
    3. Pay the transcript fee using [MySchoolBucks](#) (search for “Transcript Request” in the School Store). Payment can also be made in person via cash or check in the Student Services Transcript Office during school hours. **Payment is due at the time of request.** The first three transcripts are sent free of charge, and each additional transcript after that is \$5.00. If a request is submitted after the SCHS deadlines listed in the chart above, you will be charged an additional \$5.00 late fee.

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- Instructions, forms, links, and additional information related to this process can be found here: <https://southcountyhs.fcps.edu/student-services/transcript-requests>
- **Once I submit an official transcript request via the method above, what happens?**
  - Once all three steps outlined above have been completed by the student and their parent/guardian, the Transcript Office will send the student's most current official transcript, Secondary School Report, school profile, and counselor recommendation to the school indicated on the Transcript Request Google Form by the school's application deadline (if the request was submitted late, there is a possibility the transcript package will be sent after the deadline).
    - If the student has indicated that they are using CommonApp to apply to a school, the student's counselor will upload their transcript materials into the CommonApp system **(you must be sure to add them as your counselor in CommonApp so they have access to upload). Please also submit a request via the [Transcript Google Form](#) following the steps above – your counselor cannot upload to CommonApp until all three steps of the Official Transcript Request process are completed.**
    - If the student is applying any other way (non-CommonApp), the Transcript Office will either send the transcript materials via Naviance or USPS, depending on the school's requirements
- **Do I need to submit additional requests for the same school later in the year so they can receive my mid-year and final transcripts?**
  - Nope! When you submit a transcript request using the process outlined above, the Transcript Office will send:
    1. Initial transcript package (includes transcript showing grades through the end of junior year and scheduled senior year classes, Secondary School Report, school profile, and counselor recommendation – **usually submitted by the college application deadline**)
    2. Mid-year transcript (**sent in February once mid-year grades are finalized by FCPS**)
    3. Final transcript (**sent in June once senior grades are finalized and student has completed the Senior Survey**)
- **I submitted my transcript request, but my college/university is telling me they haven't received it yet! What do I do?**
  - If it isn't the application deadline for your college/university yet, don't worry! As long as you submitted your transcript request by the SCHS request deadlines outlined on page 1 of this FAQ, your transcript materials will be sent by the application deadline for your school.

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- If it is after the application deadline for your college/university, please reach out to the Transcript Office, and they can tell you when and how your materials were sent. Once you have this information, you can contact your college/university and tell them your transcript materials were submitted on DATE through CommonApp/Naviance/mail. Ask whether they might be able to check to see if they have received them – sometimes the college/university systems are running behind, as they are receiving materials from thousands of students and take some time to update.

## **COUNSELOR RECOMMENDATIONS:**

- **When should I reach out to my counselor about writing a letter of recommendation?**
  - As soon as possible! Remember that your counselor will need **at least three (3) weeks** to write your letter. They will also need the following input at a minimum:
    1. [Student Input Form](#)
    2. [Parent/Guardian Input Form](#)
    3. Resume (if info is not included on the Student Info Form)
- **How does my counselor submit their letter of recommendation?**
  - If you are applying to a school via CommonApp, your counselor will upload their letter of recommendation directly into CommonApp after you have submitted an Official Transcript Request to the Transcript Office using the steps outlined previously (**you must also be sure to add them as your counselor in CommonApp so they receive the e-mail to upload**)
  - If you are applying to a school via a different means, your counselor will upload their letter of recommendation into Naviance, and the Transcript Office will send it along with the rest of the transcript materials after you have completed all steps of the Official Transcript Request process (outlined above)
- **\*\*Please note that the counselor must submit the letter DIRECTLY to the school – letters do not go through the student\*\***
- **If I have completed my portion of my college application, should I wait to submit my part until my counselor recommendation has been submitted?**
  - No! **Please submit your part as soon as you feel ready to submit and be sure to meet the deadline.** Colleges and universities tend to give more flexibility to counselors and teachers in submitting recommendations. They are less likely to be flexible about the deadline for a student turning in their application.

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## **TEACHER RECOMMENDATIONS:**

- **How many teacher letters of recommendation do I need?**
  - This depends. Each college/university has different requirements, so you will need to read through the college/university application to see how many they require. **Please submit only the number of letters they want – if you submit too many, the extras likely will not be read.**
- **Who should I ask to write my teacher letter(s) of recommendation?**
  - Again, pay attention to the specific instructions given in the college/university application. Some schools may specify that they want recommendations from certain subjects or individuals. Generally, choosing someone who knows you best as a student is who you'd like to consider.
- **When should I reach out to my teacher(s) about writing a letter of recommendation?**
  - As soon as possible! Give teachers **at least three (3) weeks** to write their letter. Be prepared to provide information to your teachers (such as a resume or talking points) to help them write the letter. If you want them to include something specific, please don't be afraid to ask.
- **How does my teacher submit their letter of recommendation?**
  - If you are applying to a school via CommonApp, your teacher will upload their letter of recommendation directly into CommonApp **(you must be sure to add them to the specific college as a recommender in CommonApp so they receive the e-mail to upload)**
  - If you are applying to a school via a different means, your teacher will submit their letter however is indicated in the college application. You may need to provide this information to them.
- **If I have completed my portion of my college application, should I wait to submit my part until my teacher recommendation has been submitted?**
  - No! **Please submit your part as soon as you feel ready to submit and be sure to meet the deadline.** Colleges and universities tend to give more flexibility to counselors and teachers in submitting recommendations. They are less likely to be flexible about the deadline for a student turning in their application.

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## TEST SCORES:

- Does South County submit my SAT and/or ACT scores for me?
  - No; it is the student's responsibility to have their official test scores sent directly to their colleges/universities. This is done directly with College Board or ACT. See links for more info:
    - SAT: <https://collegereadiness.collegeboard.org/sat/scores/sending-scores?excmid=MTG209-ST-3-guide>
    - ACT: <https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html>

## Transcript Office Contact Info:

Ms. De Lauria	<a href="mailto:dflauria@fcps.edu">dflauria@fcps.edu</a>	703-446-1632
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## Counselor Contact Info:

Mrs. Megan Cooper	A – Bor	<a href="mailto:mkcooper@fcps.edu">mkcooper@fcps.edu</a>	703-446-1703
Mrs. Laura Hanley	Bos – Dp	<a href="mailto:lahanley@fcps.edu">lahanley@fcps.edu</a>	703-446-1706
Mr. Arnold McNeal	Dq – Haq	<a href="mailto:abmcneal@fcps.edu">abmcneal@fcps.edu</a>	703-446-1705
Ms. Mehreen Naghmi	Har – K	<a href="mailto:mnaghmi@fcps.edu">mnaghmi@fcps.edu</a>	703-446-1704
Ms. Becky Freeman	L – Mx	<a href="mailto:bkfreeman@fcps.edu">bkfreeman@fcps.edu</a>	703-446-1805
Mr. Armin Mustedanagic	My – Ray	<a href="mailto:amustedanagi@fcps.edu">amustedanagi@fcps.edu</a>	703-446-1806
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Mrs. Michelle Gunderman	Suw – Z	<a href="mailto:mcgunderman@fcps.edu">mcgunderman@fcps.edu</a>	703-446-1803