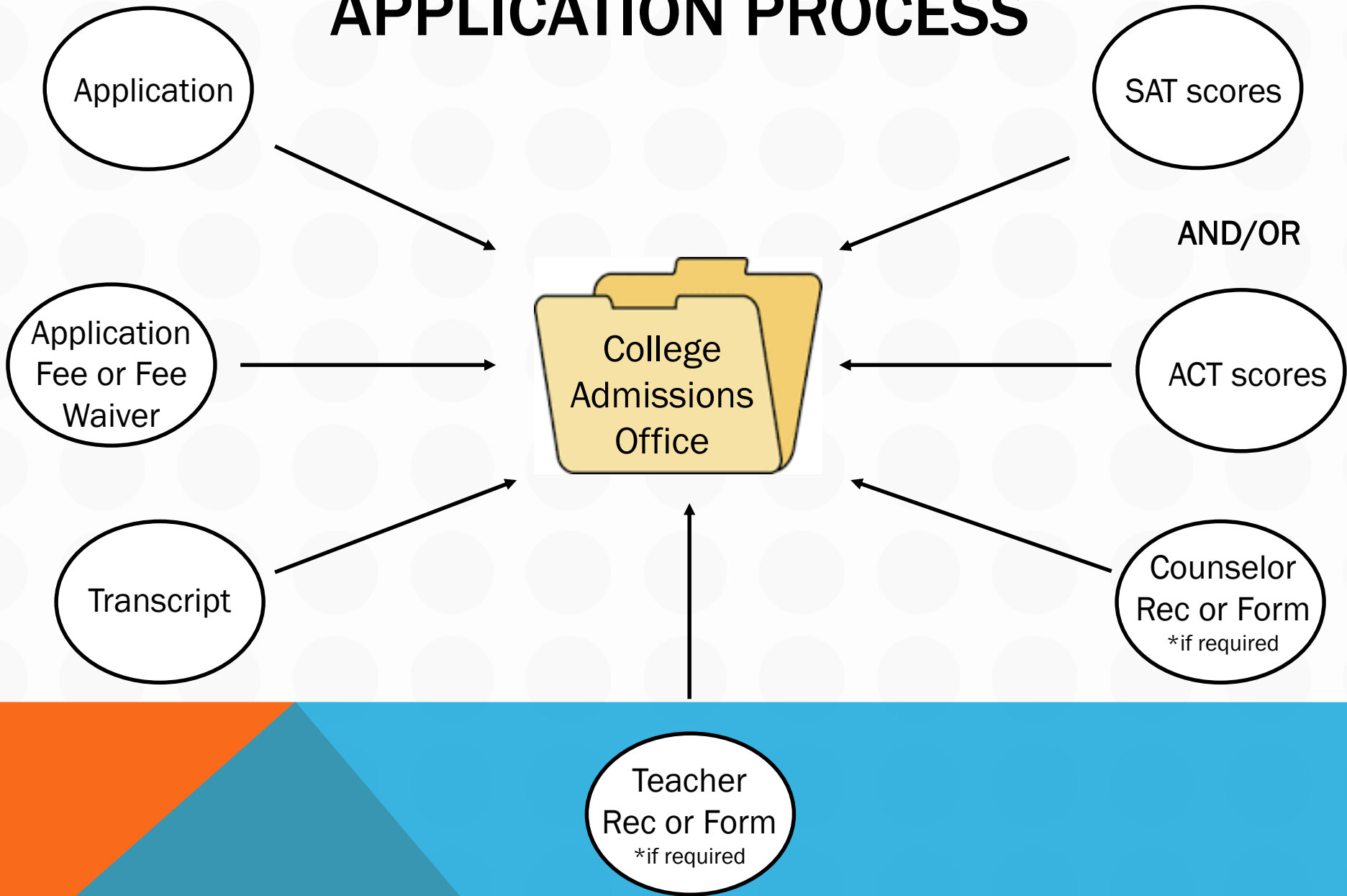


The background features a white area with a light gray dot pattern in the upper left, transitioning into a large blue area on the right and bottom. A diagonal orange shape is on the left, and a teal shape is at the bottom left.

**COLLEGE APPLICATION PROCESS  
AND OTHER IMPORTANT  
SENIOR INFORMATION**

# APPLICATION PROCESS



# PARCHMENT

## Order Your Transcript

Send your official transcript anywhere in the world

### HOW IT WORKS



#### YOUR SCHOOL PARTNERS WITH PARCHMENT

To send your official transcripts digitally. Create an account to place an order.



#### SCHOOL PREPARES TRANSCRIPT

Once you select your destinations and place your order, your school passes Parchment your most current transcript.



#### TRANSCRIPT IS DELIVERED

Parchment delivers your transcript electronically or by mail. Log in to track your orders.

Start by finding out if your school has partnered with Parchment:

# STEPS TO ORDERING TRANSCRIPTS ON PARCHMENT

## Step 1: Register

- Go to [www.parchment.com](http://www.parchment.com) and sign up
- Complete the registration form. Once your account is created, skip the “profile” section and go directly to the Dashboard at the top of the screen to submit your transcript request. Under 18? Register with a parent.

## Step 2: Order/Request

- Click “Transcripts” and select a destination
- Indicate Chattahoochee High School when Parchment asks “What school did you attend?”
- Submit payment (if necessary)

## Step 3: Track

- Click “Transcripts”
- Click “Order History”

# ADDITIONAL PARCHMENT INFO

## What Types of Transcripts Can I Request?

- **Paper or Electronic**
  - A fee of \$2.00 applies to all paper transcript requests via Parchment. Most colleges use electronic transcripts which would be free.
- **Academic Organizations**
  - Colleges, NCAA
  - NCAA transcript requests for D1 and D2 schools will not be processed until a parent release form has been submitted – see Karen Lange in the Main Office. Transcripts for D3 schools do not go through NCAA.
- **Other Organizations/Other Individuals**
  - Military institutions, specific individuals at a college (ex. Honors programs), employers, scholarships, sorority/fraternity applications

# WHAT TYPE OF STUDENT ARE YOU?

## Student Type 1: College Requires Official Transcript ONLY

Step 1: Visit [www.parchment.com](http://www.parchment.com) and create an account.

Step 2: Indicate Chattahoochee High School when Parchment asks “What school did you attend?”

Step 3: Request your transcript be sent to your college.

\*\*\*Counselors will not upload your transcript through SendEdu. You still need to request your transcript through Parchment.

**NOTE:** When self-reporting courses/grades to colleges, you should download/view your transcript from Home Access Center or Student Access Center. This is the fastest way to access your unofficial transcript.

# WHAT TYPE OF STUDENT ARE YOU?

## Student Type 2: College Requires Official Transcript AND Letter of Recommendation

Step 1: Visit [www.parchment.com](http://www.parchment.com) and create an account.

Step 2: Indicate Chattahoochee High School when Parchment asks “What school did you attend?”

Step 3: Request your transcript be sent to your college.

Step 4: Complete your one-time Senior Profile (download a PDF from the Counseling website or pick up a hard copy in the Counseling Office).

Step 5: See Mrs. Jensen in the Counseling Office to complete your Recommendation Request Card. Attach your Senior Profile - and any forms the college requires your Counselor to complete - to the request card. For electronic forms (ex. UGA, University of South Carolina, schools that use SendEdu, etc.), you must still complete the Request Card. **We will not accept your 1<sup>st</sup> request without your Senior Profile.**

\*\*\*Counselors **will not** upload your transcript through SendEdu. You still need to request your transcript through Parchment.

\*\*\*NOTE: Parent signature - if you are under 18 years old - is required on the Request Card before any recommendations can be processed or released.

# WHAT TYPE OF STUDENT ARE YOU?

## Student Type 3: Coalition or Common Application Students ONLY

Step 1: Create your Coalition or Common App account.

Step 2: Add schools to your list and understand their specific requirements. Once you've started working on your applications, you may invite your School Counselor as a recommender. We will not start working on your recommendations until we see you are working on your applications!

Step 3: Complete your one-time Senior Profile (download a PDF from the Counseling website or pick up a hard copy in the Counseling Office).

Step 4: See Mrs. Jensen in the Counseling Office to complete your Recommendation Request Card. Attach your Senior Profile to the request card. **We will not accept your 1<sup>st</sup> request without your Senior Profile.**

Your Counselor will upload your transcript as part of your recommendation.

You only need to list Coalition or Common App **once** on your request card. Individual schools **do not** need to be listed separately.

**\*\*\*NOTE: Parent signature - if you are under 18 years old - is required on the Request Card before any recommendations can be processed or released.**

**GA schools on the Common App: Agnes Scott, Berry, Brenau, Clark Atlanta, Emory, GA College, GA Tech, GA State, Mercer, Morehouse, Oglethorpe, Piedmont, SCAD, and Spelman**

**GA schools on the Coalition App: Emory, GA Tech, and UGA**



# COALITION APP AND COMMON APP

- Research which application system(s) each of your schools use. If only 1 of your schools use Coalition App or Common App in addition to their own system, do not waste your time filling out all the info on Coalition or Common App. Those systems are only useful if you are applying to multiple schools on them. \*\*\*The 1 exception to this is schools that exclusively use either of those systems – ex. GA State only uses Common App.
- Coalition App only has 7 schools that require you to self-report your transcript grades. To avoid having to enter this info unnecessarily, add all of your schools to your list prior to starting your application.

# COLLEGE DEADLINES AND SCHOOL HOLIDAYS

**IMPORTANT:** The Counseling Office requires at least 10 school days to process Transcript / Recommendation requests. Keep this in mind especially when college/scholarship deadlines occur during or right after weekends, student holidays/teacher workdays, and holiday breaks - particularly Thanksgiving break & Winter break!


## Reminder of popular application deadlines for colleges:

- October 15<sup>th</sup> deadline – students must submit requests no later than September 28<sup>th</sup>
- November 1<sup>st</sup> deadline – students must submit requests no later than October 18<sup>th</sup>
- December 1<sup>st</sup> deadline – students must submit requests no later than November 10<sup>th</sup>
- January 1<sup>st</sup> deadline – students must submit requests no later than December 8<sup>th</sup>

**UGA and Georgia Tech have switched their Regular Admission deadlines to January 1<sup>st</sup>**

\*\*\*These may seem like short timelines, but weekends, student holidays/teacher workdays, and holiday breaks **do not count as school days**. Counselors **will not** process or submit recommendations during those times, so get organized now and plan ahead!

# QUESTIONS ASKED ON MANY APPLICATIONS

- Total students in the class of 2018 = 477
  - We do not report rank, percentile, or decile to students, parents, or colleges – only Valedictorian and Salutatorian are reported and only after 1<sup>st</sup> semester grades are posted
  - Your numeric average is weighted and on a 100 point scale
  - We offer 23 Honors classes and 29 AP classes
- 

# GENERAL APPLICATION INFORMATION

- Before you start submitting applications, be aware of the implications of the different deadlines for each school.  
Ex. for students who apply Early to UGA and then are deferred, UGA will not recalculate your GPA even if you send your 1<sup>st</sup> semester grades! In this instance, if you want your 1<sup>st</sup> semester grades to be included in your GPA calculation, you'll want to apply Regular to UGA.
- Check out each college's Admissions Blog if they have one. You can find valuable information there on their application trends, what type of student they are looking for, etc. This can help you decide which deadline to apply for, and the Admissions staff are very transparent in their posts!

# COLLEGE VISIT SIGN-UP STEPS

- Click “Sign up for College Visits” on the Counseling website
- Click on the college visit you would like to attend
- Click the green Register button and click Checkout
- Enter your name and email address and click Complete Registration
- You will receive an admission ticket via email that you will need to show to the teacher whose class you’ll miss in order to attend the college visit.
- Seniors are limited to 7 college visits per year, so choose wisely!  
The list is updated regularly.

# HOOCH APPLY TO COLLEGE DAY

We will be hosting our 4<sup>th</sup> annual Hooch Apply to College Day on September 28<sup>th</sup> from 8:30 am to 2:00 pm in room D120.

Students can come in for assistance on:

- Submitting college applications
- Senior Profiles
- Parchment
- And more!



# MISC. SENIOR INFO

- Preliminary HOPE GPAs should be available on your GAFutures account around mid-September. If you can't see your preliminary HOPE GPA shortly after that, make sure your Social Security # is entered in your profile and that it is correct. GA Student Finance Commission does the official calculations of your HOPE GPA – Chattahoochee and your Counselors have nothing to do with it.
- If your college requires a mid-year report (their Admissions website will specify), you must come back to the Counseling Office and add “Midyear Report – XXXX College” or “Midyear Report – Common App” to your Request Card. We do not automatically upload or process Midyear Reports.
- Cumulative numeric averages for Honor Graduates are finalized at the end of 1<sup>st</sup> semester. Honor cords are purchased in the Main Office in May.

- Summa Cum Laude – 96.0+
- Magna Cum Laude – 92.0+
- Cum Laude – 88.0+
- Numeric averages do not round up, so an 87.9999 will not earn you Cum Laude designation at graduation or an honor cord

**QUESTIONS?**