

Hartland  
High School  
Class of  
2021!

# Junior → Senior Transition!

Things to do  
between now &  
the fall of your  
SENIOR year!

## SAT

If you plan to retake  
the SAT, visit...

[www.collegeboard.org](http://www.collegeboard.org)  
to register!

## Anticipated 20-21 SAT Dates...

June	6
August	29
October	3
November	7
December	5
March	13
May	8
June	5

## Visiting Campus...

If you have not already done so, a campus visit is a great way to find out more about a college! All colleges welcome prospective students to come see if their academic programs, campus, and community are a good fit for them. To schedule a campus visit, contact the college admissions office or visit their website to find out about campus visit options. It is best to schedule a campus visit on a weekday (during the school year if possible) to see what a typical day on campus is like. Bring in a letter from the admissions office to the HHS Main Office stating you were there on that day and we will excuse your absence for that day. **VIRTUAL TOURS are available on most college websites!**

## Letters of Recommendation...

Some colleges will require you to have one or more letters of recommendation as part of the application process. Therefore, you should start thinking about who you will ask to write a letter of recommendation for you. You should ask someone who knows you well (such as a teacher, coach, or club sponsor). You should provide the person writing the recommendation some information (such as a list of activities, sports, accomplishments, work experience, community involvement, etc. to assist them in writing the letter (*\*see reverse side\**). You can provide the person this information by giving them a copy of your resume or type a list using the questionnaire on the other side of this handout as a guideline. Make sure to give them at least two weeks notice to complete the letter for you.

## Scholarships...

Scholarship information can be found on our website at [www.hartlandhighschool.us](http://www.hartlandhighschool.us). Click on...

➤ Counseling, ➤ Scholarships, ➤ Scholarship Gazette

You may also want to have letters of recommendation for some scholarships. Follow the same guidelines as above.

## College Applications & Requesting Official Transcripts

1. Fill out college applications online by going directly to the college website
2. Request your transcript through Parchment by going to [www.parchment.com](http://www.parchment.com) or go to the HHS website at [www.hartlandhighschool.us](http://www.hartlandhighschool.us), click on "Counseling", then click on "Transcript Requests"
3. Register with Parchment by creating an account **\*NOTE\*** use your home/personal email address when setting up your account — do **NOT** use your school email address
4. Follow the steps to request a transcript
5. Transcripts requested while in high school are FREE. **\*Important Note\*** If the school you are applying to has a transcript fee, cancel your request for that particular school, then print out & bring in any forms for that school to the Counseling Office so that our secretary can send your transcript free of charge.

## Playing College Sports

- If you plan to play Division I or II college sports, you should have already registered with the NCAA Clearinghouse. If not, you will need to do so. Go to [www.ncaa.org/student-athletes/future](http://www.ncaa.org/student-athletes/future) for more information and/or to register. You will also want to talk with your high school counselor.
- The NCAA Clearinghouse will also need your SAT scores. If you did NOT list NCAA as one of the schools to receive your SAT scores when you took the April SAT, you will need to contact SAT and request that your scores be sent to the NCAA Clearinghouse. ([www.collegeboard.org](http://www.collegeboard.org))
- You may also want to download the "Guide for the College-Bound Student Athlete" from the NCAA website.

# ~ Request for Recommendation/Evaluation ~

If you would like me to complete a recommendation/evaluation, please provide the following information...

- **Name**
- **Deadline to have the recommendation/evaluation completed by** (please give a minimum of 2 weeks notice)
- **Future Plans & Goals**
  - What colleges are you applying to, major/course of study, career goals, etc.
- **Extra-Curricular Activities (Sports, Clubs, etc.)**
  - Include which grades/year, which level – Freshman/JV/Varsity, leadership positions held – Captain/Co-Captain, President/Vice-President, Secretary, etc., special activities/events participated in
  - What did you gain from these experiences?
- **Honors/Awards (Academic, Athletic, Attendance, Club, Recognition, etc.)**
  - Include the grade/year(s) you earned the award, # of times earned, etc.
- **Community Involvement (community service, volunteer work, church involvement, etc.)**
  - Include the activity/events & dates (month/year)
  - What did you gain from these experiences?
- **Work Experience**
  - List your employer & position(s) held
  - Include your dates of employment (month/year) & average # hours per week
  - Include your responsibilities
- **Interests/Hobbies (outside of school)**
- **Personal Qualities**
  - List and explain 3-4 qualities that you feel you possess
- **References**
  - List the Hartland teachers/coaches to whom I might go to for further reference.

## **OPTIONAL INFORMATION...**

- **Personal Achievements/Experiences**
  - Do you have any special achievements in or out of school that you are especially proud of?
  - Do you feel that your grades are a fair representation of your academic ability? If not, please explain.
  - Are there any factors that have come up during your high school career which you feel have put you at a disadvantage or have impacted you in some way? If so, please explain.
  - Have you participated in any special programs, summer workshops, camps, etc.? If so, please list and explained what you gained from these experiences.
  - Explain your personal contribution to the high school community.
- **Special Circumstances/Additional Information**
  - Are there any special family circumstances? ...Single parent household? Death of a parent or sibling? Siblings who will be in college at the same time? Extended family that live in your home?
  - Are there any financial hardships that I should be aware of?
  - Are there any other special circumstances that you would like me to communicate on your behalf?
  - Is there any additional information that you think would be important for me to know when completing your recommendation/evaluation?