

High School of American Studies at Lehman College
2925 Goulden Avenue
Bronx, NY 10468
www.hsas-lehman.org

College Application Procedures

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As of 9/27/11

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

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NOTE: 8 ½ x 14 **Teacher Letter of Recommendation Request form (light blue)** is ONLY available online at www.hsas-lehman.org – under “Guidance & Counseling, College Applications” page. Paper forms are available at various locations throughout HSAS.

Critical Deadlines

Please note: Many colleges including SUNY and CUNY have rolling admissions and priority deadlines, which means that *applications are read as they are received, and decisions are then made and mailed. Applying early to a college with rolling admissions could lead to a positive outcome during the admissions process and lessen pressure during the spring.* Generally, application pools strengthen as the admission cycle progresses.

HSAS DEADLINES

Friday June 24, 2011.....Student Self-Recommendation due

Friday June 24, 2011.....Optional Parent Recommendation due

Wednesday September 28, 2011..... Priority deadline to request **teacher recommendations** for 11/1 through 11/30 deadlines (Early decision/Early action/ Priority Deadline)

Friday October 14, 2011.....**Purple Transcript Request Form** for applications with *November 1, 2011 – November 30, 2011* deadline (E Action/E Decision/Priority deadlines) Due to Counselors

Friday October 21, 2011..... **Blue SUNY Transcript Request Forms** due

Monday November 7, 2011.....**Green CUNY admissions Transcript Request Forms** (with document receipt from CUNY – example included in booklet) are due **INCLUDING MACAULAY HONORS** (Macaulay Deadline December 1, 2011)

Tuesday November 22, 2011Priority deadline for all teacher recommendation requests

Friday December 2, 2011...**Pink or Yellow Transcript Request Forms** for *Jan 1, 2012* through *January 15, 2012* deadlines are due (remember: yellow form must include 4 stamps per form!)

Friday January 6, 2012.....All **remaining** transcript requests due

Thursday, January 19, 2012.....Mid-year transcript request forms (and addressed, stamped envelopes - if not being submitted online) due. Please Note: Mid-year grades not available until after February 1, 2012

COLLEGE/OTHER IMPORTANT DEADLINES

Monday, August 1, 2011Common Application opens for new applicants

Monday August 1, 2011.....SUNY on-line application available (begin preliminary SUNY application NOW)

*****Wednesday December 1, 2011** Regular decision **deadline** *CUNY Macaulay Honors College* (on-line application, transcript requests due 11/07/11)

Sunday January 1, 2012.....FAFSA can be filed

PLEASE NOTE: CUNY has eliminated the early decision program for Macaulay Honors

Application Deadline Types

Early Decision – Student applies to first choice institution by a stated deadline usually November 1 or November 15. This is a **binding** agreement (contract) with the college. If accepted, student is obligated to **withdraw** all active college applications. Student must inform each college **in writing** that he/she has been accepted to another institution via an **ED** program (a sample template letter available on the HSAS website).

Early Decision II – Offered at many institutions and has the same restrictions as **Early decision**. However, deadlines are usually around January 1. Therefore, students will have more time to prepare applications. Students will usually have many active applications at other institutions when applying through an **EDII** program. If accepted the student must withdraw all active applications. **(Binding)**

Restrictive Early Action – Students apply to an institution of preference and receives a decision earlier. They may be restricted from applying ED or EA or REA to other institutions. If offered enrollment student has until May 1 to accept and decide. **(Non Binding)**

Early Action– Students apply early and receive a decision well in advance of the institutions regular response date. **(Non Binding)**

Priority Deadlines – Varies at different colleges. Usually encouraged at large public universities. **(Non Binding)** Some colleges may offer:

- Increased chance of admission
- Better options for selecting courses
- Better options for housing

EXAMPLES: U. Michigan Ross Business School - November 1- priority review
Penn State – November 30 – priority deadline

Rolling Admissions – Institutions review applications as they are submitted and render admissions decisions throughout the admissions cycle. It is highly encouraged to apply early. Application pools strengthen as the admissions cycle progresses. **(Non Binding)**

Regular Decision – Students submit an application by a specified date and receive a decision in a clearly stated period of time. **(Non Binding)**

College Visits at HSAS

- Almost every day for the month of September, October and part of November college representatives will be visiting HSAS. Please check the posted list and Naviance for updates.
- Each admissions counselor is given a student-led tour of the school, a brief meeting with the principal, and a peek into some of our classes. This enables the admissions people to get a sense of the learning environment at our high school. The college visits will take place both during lunch and after school.
- Lunch visits will be in the Art Room; after school visits will take place in room 117.
- Some college admissions professionals prefer to do a formal presentation while others will entertain your questions in a “Q&A” format. Please keep in mind that the representatives are on very tight schedules and *we must respect their time and presentation styles*.
- If it is a college you will be applying to, make it a point to meet the representative as **they are involved** in reading your application. Also, take time to visit with representatives from colleges that you may be less familiar with, you may learn something that will change your application list! Moreover, much of this information is transferable between colleges.
- **IMPORTANT:** It will be helpful to print out a sheet of labels with your name, home address, email address and school code and bring those to the college meetings and college fairs. At many colleges, the inquiry cards are tracked, so providing labels will make filling these cards out easier for you.

SAMPLE LABEL:

Your Name
Your home address Apt#
City, State, Zip Code
Your Phone #, Your Email address
HS of American Studies @ Lehman College #330603

Student Ambassadors at HSAS

The counselors ask students to host and lead the college representatives as they come to visit HSAS. A student will only be asked to do this *one time*. This is what is expected:

- Meet Ms. Harris or Ms. Wise in the guidance office at the pre-arranged time.
- Assist in answering questions about HSAS. Include anything that may be new at our school.
- Provide the representative with a short tour of the school.
- Request a business card from the representative.
- Accompany the representative and Ms Harris/Ms. Wise to the location of the college visit.
- **Actively recruit fellow students to attend the college visit.**
- Write a thank-you note provided by Ms. Harris/Ms. Wise to the representative thanking him/her for the visit, which will then be mailed by HSAS. *It is the student's responsibility to write the note as soon as possible after the visit!*

It is important to leave college recruiters with a good feeling about our school and our students. Do not be overly concerned if you are not interested in applying to a particular college. College representatives can answer questions that pertain to ALL colleges as they often have worked at other colleges.

****If there is a particular college which you would like to volunteer for please let Ms. Harris/Ms Wise know *ahead of time*.**

College Applications & Transcript Request Procedures

A. Student/Parent Responsibilities

- Submit by Email School Counselor Self Recommendation evaluation Questionnaire to Ms. Harris/Ms. Wise by Friday June 24, 2011 (Counselor letter of recommendation must be written/drafted over the summer).
- Honor critical deadlines. Hand in documents **ON OR BEFORE DEADLINES**.
- Teacher recommendations. Appropriate (8 ½ x 14 blue) teacher request form must be presented to teacher upon request. Student should obtain a receipt from the recommending teacher for verification. Teacher will mail completed recommendation letters directly to the colleges (you supply a stamped, addressed envelope for each college).
- One signed copy of the Common Application Teacher Evaluation Form must be submitted to each teacher who is writing your recommendation letter.
- Request test scores SAT, SAT SUBJECT, AP (CollegeBoard.com) and/or ACT (ACT.org) from the testing service to be sent directly to the college/university, *as necessary*. **NOTE: many colleges will ONLY accept scores directly from the testing services. It is the student's responsibility to be aware of these colleges.**
- It is the students' responsibility to be aware of all application deadlines including Early Decision/Early Action (NOTE: early programs and deadlines vary at different schools).
- All completed applications will be mailed, or E-mailed by the student to the college/university **ON TIME!**
- Provide Ms. Harris/Ms. Wise with the appropriate-color Transcript Request Forms (SUNY, CUNY, Common App, Non- Common App, Out-of-State, Early Action/Early Decision). Include four (4) postage stamps with every yellow Non-Common Application transcript request, for transcripts that will be mailed.
- Please note: Green CUNY Transcript Request Form allows six college choices, which is congruent with the CUNY application, as all campus choices can be listed on one form.
- Students must enter each college name onto the "Colleges I'm applying to" area onto their Naviance accounts before submitting transcript request forms to counselors. We cannot process HSAS documents until this is done!
- It is the student's responsibility to complete the FERPA form on their Naviance accounts (sample on page 9).

No Transcripts, Secondary School Reports (SSR), Letters of Recommendation will be sent unless the appropriate forms are filled out and signed.

Helpful Reminders

- a) Follow instructions very carefully
- b) Make copies of and/or print out copies of everything you send
- c) Your name should be on each individual sheet of paper and on the application fee check
- d) Sign each application, as necessary
- e) Obtain parents'/guardians' signature as necessary
- f) Enclose a check as necessary

College Applications & Transcript Request Procedures

A. Student/Parent Responsibilities (cont.)

Keeping organized is an integral part of the college process. We suggest that students be prepared with the following supplies ahead of time:

- **Folders** (one folder per college should be used. Do not mix documentation from various colleges)
- **Stamps** will be needed for college transcripts, (excluding SUNY, CUNY and Common App) teacher recommendations and mid-year reports.
- **Computer printer ink** (students need to print copies of every document sent to colleges, and invariably we run out of ink at the worst time!)
- **Letter sized envelopes (#10)** You will provide teachers with stamped, addressed envelopes for teacher recommendations. You will provide Ms. Harris and Ms. Wise with stamped, addressed envelopes for *mid-year reports for non-Common Application colleges only*. Please note: **HSAS will provide envelopes for the transcripts and secondary school reports for CUNY, and non-Common Application college forms that are mailed.** Please refer to **“What does HSAS mail/e-mail?”** (page 23)
- **Labels** It is helpful to you to print a page of labels for each college that you are applying to. These labels can be used for transcript request forms, teacher letter of recommendation request forms, recommendation letter envelopes and mid-year report form envelopes.

Student Mailboxes

All seniors are issued a mailbox for their senior year. The purpose of the mailboxes is for counselors/teachers to leave correspondence, announcements and receipts for transcript requests and transcripts mailed in the mailboxes. DO NOT leave ANY college application materials in the student or counselor mailboxes for the counselors. Transcript requests will not be accepted unless they **are handed directly** to Ms. Harris and Ms. Wise.

College Applications & Transcript Request Procedures

B. Counselor Responsibilities

- Assist student and/or parent in refining potential college choices.
- Collect signed parent waiver allowing HSAS to mail transcripts to colleges.
- Provide useful resources to assist with the college process.
- Initiate and maintain professional college relationships for HSAS.
- Review student transcripts and update as necessary.
- Review application and transcript procedures with student emphasizing **all** deadlines and 10 school day processing timeline.
- Ensure all forms are accurately completed and signed by the student. (Common Application Secondary School Report (SSR), CUNY Document receipt form (see sample).) Note: Common Application SSRs are submitted electronically; counselors keep a signed, paper copy on file. Students DO NOT give counselors copies of the Common Application SSR forms at any time.
- Collect appropriate color-coded, completed Transcript Request Forms for each college you apply to, and 4 postage stamps, as necessary.
- Compose counselor recommendation letters, complete and send Common Application SSR Forms to colleges where required.
- Facilitate teacher letters of recommendation procedures.
- Provide official copy of transcript and school profile and send all information in a timely manner.
- Send Mid-year grades where required.
- Maintain, manage and update Naviance data.

Applying to more than 12 colleges can be excessive and make your final college decision difficult. Do your research carefully!!!

The Common Application Forms

Secondary School Report (SSR)/Mid-year Report / Teacher Evaluation Forms

The secondary school report form is an important component of a college application. The SSR form is designed to provide the colleges with additional information beyond the student's transcript and counselor recommendation.

The Common Application

If you are using the Common App, **do not** give your counselor the SSR form – *the counselors* fill this out and then obtain a student's physical and electronic signature on Naviance. Counselors may mail or electronically submit the secondary school report, as required. Information on the secondary school report includes:

- ❖ Student name and address
- ❖ Current fall term courses (colleges want to assess the strength of the current academic program)
- ❖ Expected spring courses
- ❖ Family Education Rights and Privacy Act (FERPA) signature area and statement
- ❖ AP course information
- ❖ GPA information (weighted/unweighted)
- ❖ Graduation information
- ❖ Disciplinary information
- ❖ Ratings and counselor comments (optional)
- ❖ Counselor/school contact information

Please note: Sometimes colleges request student report cards. Teacher comments will be seen by prospective colleges (particularly for early action/decision/priority candidates).

Information on the mid-year school report includes much of the same information as the secondary school report. The colleges wish to see how the prospective student is maintaining his/her grades throughout the senior year.

In addition to the teacher recommendation, information on the teacher evaluation form includes:

- ❖ Family Education Rights and Privacy Act (FERPA) signature area and statement
- ❖ Student name and address
- ❖ Background information
- ❖ Courses taught by the teacher
- ❖ Academic ratings
- ❖ Teacher/school contact information

Please Note: Teachers MAIL their recommendations. Students must provide each recommending teacher with ONE copy of the teacher evaluation form (sample enclosed) which will be photocopied by the teachers for each college recommendation they send.

Naviance/HSAS/Common Application

- HSAS subscribes to Naviance annually.
- Students create accounts on Naviance at the end of sophomore year.
- Email communication with students/parents occurs via Naviance.
- Students can research colleges and conduct college searches on Naviance.
- Students can view anonymous HSAS acceptance data via Naviance.
- Once the college list is finalized students **MUST** enter colleges they are applying to, to their Naviance accounts.

The Common Application and Naviance are linked together. This means:

- For students who use The Common Application, the counselors will be able to submit the school's documents (see: what does HSAS mail p. 23) to the colleges electronically.

In order to submit school documents electronically through Naviance students must:

1. Apply to a college on The Common Application
2. Electronically complete the FERPA form on your Naviance accounts, click on "colleges" and complete the form there. You must have previously created an account with The Common Application. Students **MUST** use the same user name and password for forms to be sent properly.
3. **DO NOT** create a Common Application account until after the 2011-2012 Common App becomes on available August 1, 2011.

IMPORTANT PRIVACY NOTICE FOR COMMON APPLICATION

Common Application recommendation forms may not be submitted online by your school until you answer the questions below. You will not be able to change this information once you have completed the items below.

Under the terms of the Family Education Rights and Privacy Act (FERPA) you **WILL** have access to your Common Application recommendation forms after you matriculate **UNLESS** at least one of the following is true:

1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
2. You waive your right to access below:

Yes, I **DO** waive my right to access, and I understand I will never see this recommendation.

No, I **DO NOT** waive my right to access and may someday choose to review this recommendation.

I authorize all secondary schools I've attended to release all requested records and authorize review of my application for the admission process indicated on my Common Application recommendation forms.

Please enter your Common Application Online username and password if available. This information will **ONLY** be used to lookup your account so that your counselor and teachers may submit your recommendation forms online.

Common application username:

Common application password:

Confirm password:

General information: On-Line Applications

Many colleges expect students to apply online and over 300 colleges accept the Common Application (www.commonapp.org). While on-line applications are convenient and sometimes application fees are eliminated, there are some issues you need to be aware of.

1. **Print out the application prior to filling it out online.** This way, you are able to examine the entire application carefully and there is less chance for error.
2. When you begin filling out your application on-line, **do not forget to save your work!**
3. **Do** follow directions carefully and complete all steps. On each page and in every pop up, scroll to the bottom to avoid missing any information.
4. **DO NOT** compose your personal statement/essay online. *In advance*, compose your essay in a word processing application, save it as a text file, then copy and paste it into the appropriate boxes in the online application. Make sure you do not use any abbreviations (i.e. don't should be written as do not.)
5. Before sending out your application, you should have **at least** one other person check it to make sure there are no mistakes, especially with personal information such as your name, address, and social security number. Most importantly, he/she will be able to help catch any typos (very important!) Print out your completed application to check for errors.
6. **Completing your application online does NOT complete the application process. No application is complete until your counselor has sent the official HSAS transcript and supporting HSAS documentation.**
7. MOST colleges will inform you if you are missing any information. There is often a time lag between application submission, and completion of college files due to postal service, and printing and filing systems at the colleges. Begin checking application status **at minimum** 3-5 weeks after the application has been submitted if you are unsure if the application is complete.

Helpful Tips

**Set up an email account specifically for college correspondence. Make sure to check at least 3x a week.

**Email addresses should not be juvenile or sexual in any way (ex: sexygirl@yahoo.com). It is best to have addresses include your name in some form (ie: Mharris4@schools.nyc.gov). Colleges will not open emails with suspicious addresses.

High School of American Studies at Lehman College

Guidelines for Requesting Teacher Recommendation Letters

******In accordance with the administration and staff of the High School of American Studies at Lehman College, please note that the following guidelines must be followed in order to obtain a teacher letter of recommendation.*

1. Requests must be made at least 3-5 weeks in advance for college applications, scholarships and summer programs (Check with recommending teacher).
2. Student is responsible for presenting the teacher with the letter of recommendation request form(8x14 blue) along with stamped business envelopes (see list of recommended supplies). The envelopes should have a postage stamp, college/recipient address and HSAS return address (with student name) in the left hand corner. Please place your name on the inside flap of the envelope if possible.
3. For all Common Application Colleges please submit ONE Common Application Teacher evaluation form with your envelopes. The teacher will fill out this form once and then photo copy the form as needed (sample on next page).
4. Separate envelopes must be used for each college.

Sample Envelope

Student's Name High School of American Studies at Lehman College 2925 Goulden Ave. Bronx, New York 10468	Place Stamp Here
College Name Office of Undergraduate Admissions Street Address City, State Zip	

5. Included with your request for a recommendation letter, submit copies of photocopied tests, papers and projects which may have significant comments that will assist your teacher regarding your performance in his/her class. (Do not expect these copies to be returned to you)
6. All teacher recommendation letters for scholarships, programs and college applications will be mailed directly to the college by the teacher.
7. Write thank you letters to teachers within 10 days of your request.

SAMPLE

TO THE APPLICANT

SAMPLE

After completing all the relevant questions below, give this form to a teacher who has taught you an academic subject (for example, English, foreign language, math, science, or social studies). If applying via mail, please also give that teacher stamped envelopes addressed to each institution that requires a Teacher Evaluation.

Legal Name: _____ Female
Last/first/initial (Enter name exactly as it appears on official documents) First/Last Middle (optional) Jr., etc.
 Male

Birth Date: _____ Social Security #: _____
mm/dd/yyyy #-##-####

Address: _____
Number & Street Apartment # City/Town State/Province Country ZIP/Postal Code

School you now attend: _____ DEB/NCT Code: _____

IMPORTANT PRIVACY NOTICE: Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf after matriculating, unless at least one of the following is true:

- 1. The institution does not save recommendations post-matriculation (see list at www.commonapp.org/FERPA).
- 2. You waive your right to access below, regardless of the institution to which it is sent:
 - Yes, I do waive my right to access, and I understand I will never see this form or any other recommendations submitted by me or on my behalf.
 - No, I do not waive my right to access, and I may someday choose to see this form or any other recommendations or supporting documents submitted by me or on my behalf to the institution at which I'm applying, if that institution saves them after I matriculate.

Required Signature: _____ Date: _____

TO THE TEACHER

The Common Application membership finds candid evaluations helpful in choosing from among highly qualified candidates. You are encouraged to keep this form in your private files for use should the student need additional recommenders. Please submit your reference promptly, and remember to sign below.

Teacher's Name (Mr./Ms./Dr., etc.): _____ Subject Taught: _____
Please print or type

Signature: _____ Date: _____
mm/dd/yyyy

Secondary School: _____

School Address: _____
Number & Street City/Town State/Province Country ZIP/Postal Code

Teacher's Phone (_____) _____ Teacher's E-mail: _____
Area Code Area No.

Background Information

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

List the courses you have taught this student, noting for each the student's year in school (10th, 11th, 12th; first-year, sophomore, etc.) and the level of course difficulty (AP, B, accelerated, honors, elective; 100-level, 200-level, etc.). _____

**ONE COPY FOR EACH TEACHER WRITING
YOUR RECOMMENDATION LETTER**

Note: The teacher evaluation form is a two-sided document.

SUNY Applications

- All students should file a SUNY application. Applying to a public in-state institution is a cost effective choice – especially if you are considering a graduate degree.
- The State University of New York is comprised of 64 individual campuses which include: University centers, four year liberal arts colleges, and technical colleges, offering both two and four year programs and community colleges.
- Most of the SUNY campuses offer a residential college experience.

As students build their college lists many factors should be considered:

- Campus size
- Major
- Financial concerns
- Location
- Social concerns

Most SUNY campuses accept applications on a rolling admissions basis. This means that applications are read as they are received and admissions decisions are rendered and mailed to students. Therefore, it is important to research the SUNY campuses early and file the online application as soon as possible. You can apply to SUNY beginning August 1, 2011 at: <http://www.suny.edu/>. This is the initial application which takes 10-15 minutes to fill out and is only the entry point to the process because many SUNY campuses have supplements to their applications. Once the student files the initial application he/she will be contacted regarding which supplements need to be filed. Supplements can also be downloaded from the SUNY website and the individual campus websites.

SUNY Application VS. The Common Application

Note: recently, many SUNY campuses have joined The Common Application in order to reach out-of-state students. While you may choose to use The Common Application it is highly recommended that you use the on-line SUNY application. Students should finalize their SUNY campus choices early in the college process and submit transcript requests to the counselors no later than Friday October 21, 2011.

Should I use the SUNY Application or the Common Application?

Points to consider:

- Last year, students reported finding it easier to use the SUNY application and then download the supplements from the SUNY website, or the individual campus websites.
- Some students prefer the Common Application because many of the other colleges they are applying to are on the Common Application.

Whatever choice the student makes he/she MUST indicate on the BLUE SUNY transcript request form if The Common Application, or The SUNY Application was used.

SUNY Applications Continued:

Annually, SUNY introduces changes and updates to their application. Please review the following items recently introduced by SUNY. In September 2011 when the counselors are informed of any changes at SUNY, we will amend this booklet accordingly.

- Application fee increase: \$40.00 – Now \$50.00
- Students may only use a fee waiver for a **maximum of 4 campus choices**. Students who use a fee waiver and do not qualify will later be billed for all application fees.
- For students who use **The SUNY Application**, there is a common SUNY supplement now accepted by 18 SUNY campuses called **SUNY FORM**
- There are 18 SUNY campuses currently on The Common Application.
- NEW: SUNY Binghamton has a new supplement that students are required to complete *regardless of which application is used*, **The SUNY Application**, or **The Common Application**.
- **SUNY Binghamton and SUNY University at Buffalo (not Buffalo state) require that all test scores be sent directly from the testing center. All other SUNY campuses will accept test scores from the high school.**
- SUNY Potsdam is the only four year institution that is “Test Optional” in the SUNY system.

IMPORTANT:

SUNY and Self-Reporting the High School Transcript

NEW FOR 2012: OPTIONAL - SOAR (SUNY Online Academic Record) All campuses except for Binghamton and Stonybrook will offer the option to self-report academic grades and test scores. Stonybrook and Binghamton remain under contract with STARS (see below). PLEASE NOTE: for the class of 2012 SOAR is optional.

STARS (Self-Reported Testing and Academic Record System) <http://selfreportedtranscript.com>

SUNY Binghamton and SUNY Stonybrook piloted this system last year where students self-report their academic record to these two colleges. Rutgers uses the same system and all of the University of California colleges have been using this methodology for many years.

Advantages:

- Less documentation for the colleges
- Students have more control in their applications
- Can eliminate processing delays at the colleges.
- Immediate confirmation that grades have been received.

Using STARS:

- Students create an account on STARS and the student is then issued an ID #.
- The student enters all coursework and grades as they appear on the transcript.
- Students may log on and off the account, but once the grades are finally submitted no changes can be made.
- Student will receive an electronic confirmation once the grades are submitted to STARS.

Guidance Counselors send a final transcript at the end of the school year and all grades are verified. If misrepresentation occurs, the institution has the right to rescind the admissions decision.

CUNY Applications

- All students should file a CUNY application. As with SUNY, applying to a local, public institution can be a cost effective choice for many students – particularly if you are considering graduate school.
- The City University of New York is comprised of 17 individual campuses. The CUNY colleges include four year colleges of the arts and sciences, and technical/comprehensive colleges offering both two and four year programs and community colleges.
- Most CUNY campuses do not offer a residential college experience but many are adding new housing choices yearly. Currently, housing options are available for students accepted to the Macaulay Honors College.

CUNY accepts applications on a rolling admissions basis. Applications received after **February 1** will be considered on a space-available basis. Applications are read as they are received and admissions decisions are rendered and mailed to students. The admission review typically takes approximately **8-10 weeks** from the time the application is complete.

Macaulay Honors College (CUNY)

- **NEW: Students may now apply to as many as six partner colleges on the Macaulay application and it is extremely important to list the colleges in order of preference.**
- Founded in 2001 and housed at seven (7) participating CUNY campuses.
- Students are granted a full tuition scholarship covering four years of undergraduate education and a laptop computer.
- Students are awarded funds for study abroad and internship programs.
- Applications are filed exclusively online by prospective students. Counselors mail/email supporting documentation to CUNY.
- Admission to the Macaulay Honors College is highly competitive. SAT/ACT, high school grades, college essays and recommendations are required to be considered for admission.
- Students may apply to the Macaulay Honors College and to Sophie Davis School of Biomedical Education, but may only enroll in one program.
- Macaulay Applicants typically will choose 2 of 3 essays as part of their application.
- All application documentation for Macaulay Honors must be postmarked by **December 1.** (transcript requests due November 7, 2011)

General Information for CUNY Applications

- CUNY applications are filed exclusively online.
- Students must create a portal account online at www.cuny.edu/undergraduate
- Once an account has been created you may select General Freshman Admission or Macaulay Honors College.
- NYC students will be asked to provide their OSIS #. That is the 9 digit # next to your name that is on all of your transcripts and report cards. This # has been the same as long as you have been a New York City public school student.
- For the General Freshman application, students can select up to 6 campuses in preferred rank order. Students will receive a response from all 6 colleges.

- For those students who select the Macaulay Honors College, only Honors College campuses will appear in the drop-down menu. You NOW may select up to **six** campus choices for the Macaulay Honors program. It is extremely important to rank order the colleges.
- Applicants applying to the Macaulay Honors College are required to submit 2 of 3 essays and two letters of recommendation. Essay, counselor and teacher recommendations may be easily submitted via email. However, you must follow the HSAS procedures for making transcript requests (see below).
- Macaulay Honors College has a two step notification process. Students will be notified of their admission as a general freshman first around **February 1**. Students will then be notified of their admission decision into the Macaulay Honors College around **March 15** by only one of the colleges listed on their application.
- Students may submit payment for the application (\$65.00) at the time they complete their application, or they may pay later. There is also an option to mail a check, money order or fee waiver to the application processing center (please see below).

Fee Waivers for CUNY

CUNY fee waivers are distributed on a very limited basis. Students must meet the income criteria in order to receive a CUNY fee waiver. There will be more students who are eligible for a fee waiver than there are fee waivers. CUNY only accepts their own customized CUNY-issued fee waivers. HSAS will distribute CUNY fee waivers on first-come first-served basis. Students must demonstrate that they have fully completed the online CUNY application, and meet the income guidelines in order to receive a CUNY fee waiver.

HSAS CUNY Application Procedures

- Students applying to any of the CUNY programs must submit one Green HSAS form (CUNY transcript request form) listing all of your CUNY choices.
- Since CUNY will be able to access your transcript electronically via your OSIS # (9 digit ID#) your transcript request forms will serve the following purposes.
 - ❖ Completion of transcript request forms will prompt the counselors to mail a copy of your SAT/ACT scores to the application processing center. **NOTE:** CUNY will accept test scores from the high school, therefore, saving you money.
 - ❖ If you are applying to the Macaulay Honors College, proper submission of your transcript request forms and Teacher Recommendation request forms will prompt the counselor and teacher to submit your recommendation letters. These forms enable us to stay organized and keep track of your college application choices.
 - ❖ When you complete your application, please print out the following and submit 1 and 2, of these documents with your transcript request forms.
 1. Document Return Receipt Form (see attached sample, next page)
 2. Application Fee Form (If you qualify for a CUNY fee waiver)
 3. PDF version of completed application (for your records)

HSAS will provide all postage for mailing supporting CUNY documentation. Please note: If you are applying to The Macaulay Honors College and your teachers wish to “snail mail” a paper copy of your recommendation letter, have them submit the letters to your counselor. All supporting documentation that is not submitted electronically should be mailed together.

Document Return Receipt

Instructions: Print and mail this receipt along with any supporting documents required to complete your application. When possible, send all documents together in a single envelope. Please remember to affix proper postage. Mail your materials in a sealed envelope to the following address.

General Freshman Admission
CUNY/UAPC
P.O. Box 350136
Brooklyn, New York 11235 0001

Please do not include a copy of your application with this document.

Check all the items included with this receipt.

Students Educated Within the United States

- GED (Test Scores & Diploma)
 SAT or ACT Score Report
 Other _____

Students Educated Outside the United States

- Secondary School Transcript(s)
 TOEFL Score Report
 Translation(s) of Academic Record(s)
 Other _____

Student Information

Your Information

Application Control Number: W0609259548 (F)

your own number!

This form must be submitted with your green CUNY HSAS form.

College Application Fee Waiver Procedures

For students who are economically disadvantaged, there are fee waivers available for college applications. The available fee waivers vary slightly and are different from the fee waivers used for the SAT/ACT/AP exams. Generally, the requirement to qualify for a fee waiver is based on the completion and submission to HSAS of the **lunch form**. Those students who receive free or reduced priced lunch may qualify for fee waivers. Students whose families are on public assistance automatically qualify for all fee waivers.

Fee Waivers for CUNY

CUNY fee waivers are distributed on a very limited basis. Students must meet their income criteria in order to receive a CUNY fee waiver. There will be more students who are eligible for a fee waiver than there are fee waivers. CUNY only accepts their own customized CUNY issued fee waivers. HSAS will distribute CUNY fee waivers on first-come first-served basis. *Students must demonstrate that they have fully completed the online CUNY application, hand in the CUNY Application fee receipt form, and meet the income guidelines in order to receive a CUNY fee waiver.*

Fee Waivers for SUNY

SUNY has their own fee waivers that can be obtained directly from the guidance counselors. Qualified students can apply to a maximum of **four** SUNY campuses with a SUNY fee waiver. The income guidelines for SUNY fee waivers are printed on the fee waiver. These are NOT the same guidelines as those on the school lunch form. If a student uses a SUNY fee waiver, and they do not actually qualify SUNY will bill the student at a later date for the application fees.

College Board Fee Waivers

Students who use a fee waiver for the SAT exam will be eligible for a maximum of **four** College Board sponsored fee waivers. The colleges must participate in this program. A list of participating college can be obtained online, or from the guidance counselors. Students will make the request for the fee waivers with his/her counselor, and will fill out the **four** fee waivers with the counselor. The student will be responsible for sending the fee waivers directly to the college's admissions office.

NACAC (National Association for College Admissions Counselors) Fee Waivers

NACAC offers qualified economically disadvantaged students fee waivers which can be downloaded from The Common Application website. The income guidelines are printed directly on the fee waiver. These and all fee waivers **MUST** be signed by a guidance counselor. Not all colleges accept the NACAC fee waivers (Common Application colleges do). It is the student's responsibility to check if a prospective college participates. The student then prints out the fee waivers and has them signed by the counselors. Additionally, the students will be responsible for sending these fee waivers directly to the college admissions office.

Counselor verification letter for a Fee Waiver

In select cases a college will accept a letter from a guidance counselor that verifies that a student is unable to pay for the application fees. These requests are handled on a case-by-case basis.



High School of American Studies at Lehman College

Student Activities/Awards and Work Experience

Name _____

SAMPLE*****SAMPLE*****SAMPLE

	SCHOOL ACTIVITIES/AWARDS	COMMUNITY ACTIVITIES/AWARDS	WORK/INTERNSHIP EXPERIENCE
GRADE 12 2009- 2010	<ul style="list-style-type: none"> • Student Government(Vice President) • Co-ed Varsity • Bowling Team • Fundraising Committee • Coffee House Society(Co-President) • Glee Club(Founder and President) • Debate Team(Alternate Speaker) • Drama Club • Environmental Club • Key Club • School Leadership Team Member • Committee of Club Leaders(Founder) • Step Team(Captain) • High Honor Roll 	<ul style="list-style-type: none"> • Babysitting • Open House Tour Guide • Glee Club- singing for the elderly at a nursing home and sick children at a hospital 	<ul style="list-style-type: none"> • The After School Corporation(Summer '09)(Unpaid Intern) <ul style="list-style-type: none"> -Intern at the Research and Finance Department of this Corp.
GRADE 11 2008-2009	<ul style="list-style-type: none"> • Debate Team(Alternate Speaker) • Environmental Club • Key Club(Active Member) • Student Government (Junior Grade Representative) • Drama Club • Coffee House Society(Founder and Co-President) • Principal Honor Roll • ARISTA(National Honor Society) • Arts and Crafts Club 	<ul style="list-style-type: none"> • School Open House Tour Guide • Babysitting • Spanish Honor Society Event Guest Escort • Made posters and Pesto Sauce for Environmental Club • Made Chocolate Lollipops for Key Club and Environmental Club • AIDS Walk 	<ul style="list-style-type: none"> • Specialized High School Institute(Summer of '08 and school year up until November of '08) <ul style="list-style-type: none"> -Student Aid(worked In an office) -Mentored and Tutored students interested in attending a Specialized High School in NY
GRADE 10 2007-2008	<ul style="list-style-type: none"> • Varsity Basketball Team(Center) • Drama Club • Key Club • Excellence in English Award • High Honor Roll 	<ul style="list-style-type: none"> • School Open House Tour Guide • Babysitting 	<ul style="list-style-type: none"> • Specialized High School Institute(Entire School year) (Paid) <ul style="list-style-type: none"> -Student Aid- Mentored and tutored students interested in attending a Specialized HS in NY
GRADE 9 2006-2007	<ul style="list-style-type: none"> • Step Team member • Debate Team(Alternate Speaker) • Key Club • Excellence in Spanish Level 1 Award • High Honor Roll 	<ul style="list-style-type: none"> • School Open House Tour Guide • Babysitting(my two younger siblings) 	<ul style="list-style-type: none"> • READ Foundation (Summer '07) (Paid) <ul style="list-style-type: none"> -Grade K-2 Tutor and Mentor - Mon-Fri from 9-12

The activities grid is optional. It must be in this format, on one page ONLY, and both handed in, and emailed to your counselor.

High School of American Studies at Lehman College

Student Self Recommendation

Student's Name _____

Date _____ Date of Birth _____

Home Phone _____ Cell phone _____

Email _____

We believe that you should have input into the letter of recommendation that is written to colleges and universities on your behalf. Consequently, we are asking for your perceptions about your educational and personal growth.

Instructions

Please carefully answer the following questions on a separate sheet of paper. ***Answer them with care, as your responses will help generate a good counselor recommendation.*** If you reference a job, program, and/or volunteer work, please provide the full name of the company, organization, program etc. *****The counselor recommendation is an opportunity for you to express your voice in a way that you may be unable to elsewhere in the application!!

All responses must be typed. The responses are due **Friday June 24, 2011**. You may hand this in, and **also must** email your responses as an attachment to your counselor:

Mharris4@schools.nyc.gov or Bwise@schools.nyc.gov Please use **only** Microsoft Word. You should get an email within a few days that allows you to know that we have received this information. Please number your responses to correspond with the questions. *The tear off at the bottom of the student self-recommendation questionnaire included in your packet must be signed, dated and returned before the recommendation letter is written.*

-
1. Please discuss in detail your 9th, 10th and 11th year grades. Discuss in clear detail reasons for any extreme fluctuation in your grades.
 2. Discuss any circumstances in your life that might have had a negative/positive impact on your academic performance. (Try and be personal, the college wants to understand more about you on a personal level.) Is there anything on your transcript you feel warrants clarification due to personal circumstances?
 3. Please briefly describe your daily commute to school.
 4. What are your proudest accomplishments since in high school and **why**?
 - a. Academic
 - b. Personal
 5. What are your career goals and plans?
 6. Describe a difficult decision you had to make and what you learned as a result.
 7. What are your summer plans?
 8. How would your friends and/or family describe you? What would they say?

9. List five descriptive adjectives that tell something about you as a person.
10. What will you be able to offer to a college or university? Why should they select you?

List your Favorites (feel free to elaborate!)

1. Favorite book: 2. Favorite activity: 3. Favorite movie: 4. Favorite section of newspaper: 5. Favorite quotation: 6. Favorite TV show: 7. Favorite keepsake: 8. Favorite time of day: 9. Favorite academic subject: 10. Favorite website: 11. Favorite source of news: 12. Favorite meal/food:

Sign tear off and return to Ms. Harris/Ms. Wise

I _____ understand that the information
(Student's Name)

submitted from this self recommendation form may be used to influence the content of the counselor recommendation letter.

(Student's Signature)

(Date)

Comments: _____

Student's Name _____ Phone _____

Email _____ Cell Phone _____

High School of American Studies at Lehman College

OPTIONAL Parent Recommendation

Due: Friday June 24, 2011

Student's Name _____ Date _____

Parent's Name _____ Parent's e-mail: _____

We would like to give parents/guardians the opportunity to give input and let us know something about your child he/she would otherwise have difficulty expressing. The counselor recommendation is an opportunity to let the colleges understand aspects of the prospective applicant that may not be expressed elsewhere in the college application. Please follow the directions below and use the questions included as a guideline.

Instructions

Please carefully answer the following questions on a separate sheet of paper. All responses must be typed. The responses are due **Friday June 24, 2011**. If you wish to do this via email you can send your responses as **an attachment** in an email to Mharris4@schools.nyc.gov or Bwise@schools.nyc.gov. Please use **only** Microsoft Word. You should get an email within a few days that allows you to know that we have received this information. Please number your responses to correspond with the questions and keep your responses brief. If you prefer, you may mail your responses to the school, or give them to your child to submit to the guidance office.

1. Describe one or two major events that *you see* as turning points in your child's development and explain why you see them as such. (please discuss only the past three or four years)
2. What do you consider to be an outstanding accomplishment of your child during the past three or four years? Why did you select it as the most important?
3. What do you consider to be his/her most outstanding character traits?
4. Your child's greatest strength/weakness is:
5. Something you need to know about my/our child is.....
6. Are there any unusual or personal circumstances that have affected your child's educational or personal experiences?

Please feel free to answer some, or all of these questions. In addition, please add any other comments that may add insight and contribute to the counselor recommendation.



HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
2925 Goulden Avenue
Bronx, New York 10468

Alessandro Weiss
Principal

Tel (718) 329.2144
Fax (718) 329.0792

What does HSAS mail/E-mail to the colleges?

1. Transcript
2. Common Application Secondary School Report/SUNY Counselor Form(submitted online by counselor)/CUNY Document Return Receipt Form (see enclosed sample)
3. School profile
4. School endorsed activity list (optional, see enclosed sample)
5. Counselor Letter of recommendation
6. Additional letters of recommendation submitted by student (optional)
7. Courtesy copy of SAT/ACT test scores (students are responsible for sending any college entrance exam results to the colleges for exams taken **after** OCTOBER test date)

Important: ANY STANDARDIZED TESTS TAKEN AFTER OCTOBER MUST BE SENT DIRECTLY FROM THE COLLEGE BOARD/ACT. EARLY DECISION/ACTION CANDIDATES MUST ALSO SEND TESTING DIRECTLY FROM COLLEGE BOARD/ACT.

Students are responsible for continuously informing their counselor of their standardized testing plans.

****Please note: many colleges require that SAT/ACT scores be sent directly from the College Board/ACT. **IT IS THE STUDENT'S RESPONSIBILITY TO KNOW WHICH COLLEGE REQUIRES THIS.** If you choose to have HSAS send your test scores to prospective colleges, **all** test scores on file are sent.

Teachers mail their letters of recommendation directly to the colleges, except for CUNY.

Mid-Year Reports

- Many colleges, not all, will require mid-year grades to be sent directly from the high school. It is the student's responsibility to check with the colleges regarding requirements for submission of mid-year grades.
- Mid-year request forms are due to counselors January 19, 2012, *before you know your grades*. Counselors must organize and be ready to send the transcripts when available after 2/1.
- Any questionable midyear grades will be reviewed with the student before sent to colleges by the counselor.
- Mid-year grades will not be available for mailing/electronic submission until the start of the spring semester (approximately February 1).
- While mid-year grades may make a case for a student whose GPA needs a boost, *mid-year grades may negatively impact admissions decisions if grades decline during the student's fall semester.*
- If a college is struggling with an admissions decision they may request mid-year grades on a case-by-case basis.
- When mid-year grades are required and you have not used the Common Application, or the SUNY application, **you must provide** stamped, addressed individual envelopes (SAMPLE BELOW) for each college, along with the mid-year report form (one form per student!)

For students who used the common application, or SUNY application mid-year reports will be submitted electronically, no envelopes or forms other than the HSAS mid-year form will be necessary!

On the envelope please include a postage stamp and the complete mailing address of the college.

Sample Envelope

Student's Name High School of American Studies at Lehman College 2925 Goulden Ave. Bronx, New York 10468	Place Stamp Here
College Name Office of Undergraduate Admissions Street Address City, State Zip	

High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

**TRANSCRIPT REQUEST/RECEIPT FOR EARLY DECISION/
EARLY ACTION/PRIORITY/POSSE/QUESTBRIDGE
APPLICATIONS (PURPLE)**

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for ANY Early Decision/Early Action Applications Only (including SUNY/POSSE/Questbridge/ PRIORITY).

(Student's Name)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF COLLEGE/UNIVERSITY)

ADDRESS (only if not sending electronically)

CITY, STATE & ZIP CODE

Circle one: Early Action Early Decision I/Early Decision II Restricted Early Action Scholarship Priority

Date Sent(for counselor)

ADMISSION DEADLINE

DID YOU USE THE COMMON APPLICATION? (PLEASE CHECK)

YES

NO

DID YOU USE THE SUNY APPLICATION? (PLEASE CHECK)

YES

NO

RECEIPT FOR TRANSCRIPT MAILED

STUDENT: Please fill in your name and name of school you are applying to in the spaces provided. You will receive this tear-off as notification that your transcript has been processed and mailed/emailed by the guidance office.

LAST NAME: _____ FIRST NAME _____

Name of College/University

Date submitted to counselor

Date sent

Counselor's Signature

High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

TRANSCRIPT REQUEST/RECEIPT FOR **SUNY** (EXCLUDING
ED/EA) SCHOOLS (BLUE)

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your SUNY Applications Only. List the name of the SUNY campus in the space provided. You will receive the receipt below as soon as your transcripts are sent out.

(Student's Name)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF SUNY COLLEGE/UNIVERSITY)

Date Sent (for counselor)

ADMISSION DEADLINE

DID YOU USE THE COMMON APPLICATION?

(YES)

(NO)

DID YOU USE THE SUNY APPLICATION?

(YES)

(NO)

(THIS PART OF THE REQUEST FORM IS TO BE KEPT BY THE COLLEGE OFFICE)

RECEIPT FOR TRANSCRIPT MAILED/E-MAILED

STUDENT: PLEASE FILL IN YOUR FULL NAME, NAME OF SCHOOL IN THE SPACES PROVIDED. YOU WILL RECEIVE THIS TEAR-OFF AS NOTIFICATION THAT YOUR TRANSCRIPT REQUEST HAS BEEN PROCESSED AND SENT BY THE COLLEGE OFFICE.

LAST NAME: _____ FIRST NAME _____

Name of College/University

Date submitted to counselor

Date sent

Counselor's Signature

High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

TRANSCRIPT REQUEST/RECEIPT FOR **CUNY** SCHOOLS INCLUDING
MACAULAY HONORS (GREEN)

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your CUNY Applications Only. List the names of the CUNY campuses in the spaces provided. Each CUNY application allows for six (6) schools. You will receive the receipt below as soon as your transcripts and test scores are sent.

Student's Last Name

First Name

Macaulay application: YES NO circle one

Date Submitted to Counselor

PLEASE SEND MY TEST SCORES TO THE FOLLOWING CUNY SCHOOLS (Please rank in order of preference!)

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

DATE SENT: _____ (For Counselor)

(THIS PART OF THE REQUEST FORM IS TO BE KEPT BY THE COLLEGE OFFICE)

RECEIPT FOR TRANSCRIPT MAILED/EMAILED

STUDENT: PLEASE FILL IN YOUR FULL NAME, NAME OF SCHOOL IN THE SPACES PROVIDED. YOU WILL RECEIVE THIS TEAR-OFF AS NOTIFICATION THAT YOUR TRANSCRIPT AND TEST SCORES HAVE BEEN PROCESSED AND SENT BY THE COLLEGE OFFICE.

Date submitted to counselor _____

LAST NAME: _____ **FIRST NAME** _____

CUNY 1: _____ **CUNY 2:** _____

CUNY 3: _____ **CUNY 4:** _____

CUNY 5: _____ **CUNY 6:** _____

TRANSCRIPT SENT ON: _____

(Date)

(Counselor's Signature)

High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

TRANSCRIPT REQUEST/RECEIPT FOR COMMON APPLICATION ONLY
PRIVATE/OUT-OF-STATE SCHOOLS (PINK)

NOTE TO STUDENTS: Use this Transcript Request/Receipt Form for your Common Application, Private/Out-of-State Applications Only.

(Student's Name)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF COLLEGE/UNIVERSITY)

DATE SENT BY COUNSELOR (for Counselor)

(ADMISSION DEADLINE)

RECEIPT FOR COMMON APPLICATION TRANSCRIPT SENT ELECTRONICALLY

STUDENT: Please fill in your name and name of school you are applying to in the spaces provided. You will receive this tear-off as notification that your transcript has been processed and sent by the guidance office.

LAST NAME: _____ **FIRST NAME** _____

(Name of College/University)

(Date submitted to counselor)

Date Sent)

(Counselor's Signature)

High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

TRANSCRIPT REQUEST/RECEIPT FOR PRIVATE OR OUT-OF-STATE SCHOOLS
4 STAMPS MUST BE INCLUDED
NON-COMMON APPLICATION ONLY
(YELLOW)

NOTE TO STUDENTS: This form is to be used for students who have applied to colleges that are NOT on The Common Application. For those colleges, all documents will be mailed and postage stamps are required. This receipt will be given to you when you first submit your transcript request and postage stamps to us.

(Student's Name)

(Date Submitted to Counselor)

PLEASE FORWARD MY TRANSCRIPT TO:

(NAME OF COLLEGE/UNIVERSITY)

(ADDRESS)

(CITY, STATE & ZIP CODE)

(DATE SENT BY COLLEGE OFFICE)

(ADMISSIONS DEADLINE)

Four Postage Stamps Submitted _____

RECEIPT FOR TRANSCRIPT MAILED

STUDENT: Please fill in your name and name of school you are applying to in the spaces provided. You will receive this tear-off as notification that your transcript has been processed and sent by the guidance office.

LAST NAME: _____ FIRST NAME _____

(Name of College/University)

(Date submitted to counselor)

(Date Sent)

(Counselor's Signature)

High School of American Studies at Lehman College
2925 Goulden Ave.
Bronx, NY 10468

Michele Harris,
Guidance Counselor/College Advisor

Beth Wise,
Guidance Counselor/College Advisor

Mid-Year Report Form

Student's Name _____ Date _____

Please list below the colleges to which your mid-year grades should be sent. **ONLY** list the colleges where you want the mid-year report sent. If you used the COMMON APPLICATION AND/OR SUNY APPLICATION your mid-year reports will be submitted ELECTRONICALLY to the colleges.

For **ALL** other mid-year reports **EXCLUDING SUNY & COMMON APP COLLEGES** students must supply their counselor with a stamped envelope addressed to each college along with this form by Thursday January 19, 2012
If received after February 1, 2012, a minimum of 10 days processing time required.

<u>COMMON APP USED</u>	<u>SUNY APP USED</u>	<u>OTHER APP USED (INCLUDE STAMPED ENVELOPES)</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

PLEASE USE THE BACK OF THIS FORM if NEEDED.

***CUNY colleges do not require Mid-Year reports, including Macaulay Honors.

Date e-mailed/mailed by counselor

Date submitted to counselor



HIGH SCHOOL OF AMERICAN STUDIES AT LEHMAN COLLEGE
 2925 Goulden Avenue
 Bronx, New York 10468

www.hsas-lehman.org

Alessandro Weiss
 Principal

Tel (718) 329.2144
 Fax (718) 329.0792

AUTHORIZATION TO RELEASE SCHOOL RECORDS

I authorize the High School of American Studies to send school transcripts, test scores, and any pertinent school-related documents, to colleges on behalf of my child ***:

Student's Name

Social Security number

Parent's Signature

Date

Print name of person whose signature is above _____

Please check yes or no to the following three statements:

1. HSAS may send my transcripts to all colleges where I have filled out the appropriate transcript request form.

Yes

No

2. HSAS may send my PSAT/ SAT/SAT Subject Tests/ACT test scores, taken through October to colleges with the understanding that ALL test scores will be sent.

Yes

No

3. Teachers may look at my college file in order to assist them with their college recommendation letters.

Yes

No

Parent's Signature

Student's Signature

***If the student is 18 years or older, a parents signature is not required.