



College Application Process Class of 2010

The Guidance Office has many resources for researching colleges. We are available to help you with this search. You will want to visit some campuses. It's OK to apply to a school that you like on paper without a visit, but try to visit before you make your final decision on May 1st.

What do you need to do?

- In order for transcripts to be sent, a **Transcript Release Form** must be on file. If you are under the age of 18, a parent/guardian must sign the release.
- Ask teachers, counselors, and/or employers to write **letters of recommendation** (we recommend 2-3 letters).
- Complete your part of the **college application**, including **essay** if required, and mail or click "submit." Watch application deadlines. **They apply to the student**, not to the Guidance Office.
- If your college requires a score directly from SAT or ACT, **request that it be sent from the College Board or from American College Testing**. BFA includes your highest SAT and ACT scores on your transcript; including test date.
- Write the name(s) and address(es) of the college or colleges on the pink **Transcript Request Form**. Attach a separate paper if you are applying to more than four colleges.

BFA's part is to: Mail official transcript with School Profile, School Report, Mid-Year Report, Letters of Recommendation(s), Quarterly Report Cards, and confirmation postcard.

BFA is not responsible for sending college applications or submitting online applications for students or college application fee payments.