

College Application Directions

Once you have applied to a college(s), you will need to do the following in order to have your transcript, etc. sent to colleges:

1. You need to fill out a “**Release of Records**” **only** once. It is good for 5 years. If you are under 18 years of age, you will also need a “**Parent/Guardian**” signature.
2. Fill out a **Green Application Tracking Form “Green Sheet”** for every college you apply to.
3. Make sure you have put the colleges you have applied to in “**Naviance**”.
4. Mark on the “**Green Sheet**” if there are any fee waivers.
5. If you are applying through the “**SUNY**” application, download the Counselor form and bring that along with your “**Green Sheet**” to the Counseling Office.
6. If you have applied through the “**Common App**”, make sure that you have “**Matched**” your accounts in Naviance.
7. Once you have all the above, please bring your “Release of Records” and “**Green Sheet**” to the Counseling Office to either:

Mrs. Burnett **A – K**

Mrs. Bash **L – Z**

They will be processing your application to give to your Counselor.

8. If after 1st Semester, your college requests 1st Quarter grades, you will need to fill out “**Request for 1st Quarter Grades**” sheet and list your college.
9. If your college requests your mid-year grades, please fill the “**Request to Send Mid-Year Grades**”. Please keep in mind, this will be sent once the 1st semester grades are set.
10. If you have questions understanding the process, please feel free to make an appointment with your Counselor.

Mrs. Morgan **A – D**

Ms. Reidy **E – M**

Mrs. Gillett **N – Z**