

Upper Cape Cod Regional Technical School

COLLEGE APPLICATION PROCESS AND RESPONSIBILITIES

STUDENT

- Complete college applications including essays
- Mail (or submit online) application, essays, application fees, and any supplemental material
- Request letters of recommendation from teachers (usually 2 or 3 teachers)
- Contact the College Board to request that test scores are sent to colleges
- Fill out transcript request form for each institution you wish to receive your transcript and letters of recommendation

GUIDANCE COUNSELOR

- Write counselor letter of recommendation for students
- Provide a space for teachers to turn in their recommendations
- Make sure that transcript is complete and contact student if anything is missing
- Mail (or submit electronically) completed packets (letters, transcripts, school profile) when requested by students through a transcript request form