



CARONDELET HIGH SCHOOL

CLASS OF 2016: COLLEGES & MISSING DOCUMENTS?

This week's most frequently asked question:

My daughter received an email that a college she applied to was missing some documents, such as transcripts and recommendations. What should she do?

- First of all, don't panic.
- It is important to understand the volume of documents that colleges receive. For example, last year, over 10 million School Forms were submitted through the Common Application, alone. It takes some time for colleges to process documents and to update their records and student portals.
- To reassure your daughter, suggest that she come to the Student Success Center so we can show her a *Naviance edocs* report which indicates when documents were submitted.
- Although documents and applications can be submitted electronically in a few seconds, it takes much more time than that to be processed.

APPLICATION ANXIETY FROM THE COLLEGEBOARD*

*From www.CollegeBoard.com **Is something missing?**

What if your student checks and finds that one or more documents **is not** in the list of received item? Or what if the college notifies the student that a part of the application is missing?

Even if the college has written to the student saying that a document is missing, it's quite possible that the "missing" document simply hasn't been entered into the system yet. The truth is that many colleges send out these letters before the admission office is done with the process of sorting and filing all application documents.

Every year, colleges receive a huge number of applications and supporting documents. Each document (whether an application, a transcript or a recommendation) must be processed and placed in the applicant's file (along with any online components). It may take several weeks to sort and file all these documents.

CLASS OF 2016 CHECKING COLLEGE APPLICATIONS

Please remind your daughters to print out their college applications and come to the Student Success Center to have them checked prior to submission. We are happy to check all applications. It is particularly important to have CSU and UC apps checked to ensure that all self-reported courses and

grades are properly entered. There should be no rush to submit an incorrect application that does not accurately reflect a student's record and could jeopardize an admissions decision. Once an application has been submitted, students are not able to access the application to make corrections.

CLASS OF 2016 - OFFICIAL DOCUMENTS FOR COLLEGE DEADLINE

Student Success College Counselors and teachers must be notified of any last minute additions of colleges or changes by *Friday, Dec. 4*. *Please remember, school will be closed from December 18 to January 11* for the Christmas holidays and **no School Reports or transcripts can be sent during the holidays**. Seniors needing assistance with applications or letters of recommendation should come to the Student Success Center ASAP.

CLASS OF 2016 - JOINT CHS/DLS FINANCIAL AID NIGHT Monday 12/14

Parents and Guardians of seniors are cordially invited to attend our annual Financial Aid Night on **Monday, Dec. 14 at 7 p.m.** in the Garaventa Center. Norman Caito, Director of Financial Aid at the University of San Francisco, will discuss all types of financial aid including the FAFSA and Cal Grant. Students are welcome to attend as well.

CLASS OF 2016: Mid-Year Transcripts

Many private colleges require students to submit mid-year transcripts (grades from first semester senior year). For students who requested initial transcripts to be sent with their applications, mid-year grades will automatically be sent to colleges by Mrs. Missaggia when they are available in late January. There is no need to request mid-year transcripts unless: seniors have a form that needs to be mailed with the transcript or if new information needs to be sent to the colleges with the mid-year report.

New information would include a change in schedule, a significant award or honor, a D or F grade in the first semester, or extenuating circumstances that affected the student's academic performance in the first semester. Seniors will need to meet with their College Counselor to present the new information in early January. Please note: Mid-year transcripts or reports are not sent to University of California or California State University campuses. If your daughter has information she needs to report to UC or CSU campuses, please encourage her to consult with her CHS Student Success Counselor.