

SCHOLARSHIP AND COLLEGE APPLICATION PROCEDURES

STEP 1: GATHER INFORMATION FROM

- College and Career Center
- Postsecondary institutions or their websites.
- Representatives from colleges and armed services visiting Harrison
- Announcements at school & the Scholarship Bulletin
- Internet – www.gafutures.org

STEP 2: APPLY!

- It is the student's responsibility to complete the application.
- File the application online at www.gafutures.org
- File an application online at the college website.
- Submit ACT or SAT scores (or SAT II) directly from the testing agency.
- Complete the application three weeks **before** the deadline if you need a counselor and/or teacher recommendation!

STEP 3: SEND THE TRANSCRIPT

- Release transcripts to Georgia schools via GA Futures at no charge.
- Request transcripts for out-of-state colleges in the school counseling office in person – there is a \$2 charge.

STEP 4: COMPLETE THE ATTACHED COUNSELOR/SCHOOL RECOMMENDATION PACKET (ONLY IF YOU NEED A COUNSELOR RECOMMENDATION)

- Student completes the Packet and Student Worksheet.
- Parent completes the Parent Worksheet.
- Student asks two core subject area teachers to complete the **Harrison School Counseling Teacher Worksheet (yellow)**
- Please ask any adult in the building to complete the **Harrison High School Counseling Teacher Worksheet (green)**
- Keep a copy for your records.

STEP 5: REQUEST A COUNSELOR RECOMMENDATION (IF NEEDED)

- SUBMIT COLLEGE APPLICATION 3 WEEKS PRIOR TO THE DEADLINE!
(Your counselor cannot access your online school evaluation form until you have submitted your completed application).
- Make an appointment to review the Counselor/School Recommendation packet with your counselor.
- Submit the college evaluation form to your counselor.
- Watch school holidays! Counselors do not complete forms from home.

STEP 6: TEACHER RECOMMENDATIONS (if required by college)

- Submit application and notify at least two weeks in advance of deadline.
- Provide your resume & a stamped envelope addressed to the college.

Harrison will not release counselor recommendations or evaluation forms to a student or parent. The Harrison Teacher Worksheet will not be sent to the college.

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COUNSELING:

Dawn Mann: A - Da
Katie Hoptroff: Rb – Z

Taylor Damico: Db - Ka
Gillian Moody: 9th Grade

Jason Evans: Kb – R
Sonia Wilcox: Lead