

Processing the College Application at Tiverton High School

1. Complete a **transcript request form** for each application you are planning to process. **Transcript request forms** are available in guidance or can be downloaded off the guidance website (www.tivertonschools.org)
2. You need two teacher recommendations and a typed activity sheet (in school activities, outside activities, community service, work, etc.) on file in the Guidance Office. If you are planning to apply for scholarships, include a scholarship recommendation from a teacher.
3. You must provide your guidance counselor with the following:
 - o a stamped (with sufficient postage), properly addressed envelope with the college address and a return address of:

Tiverton High School
Guidance Department
100 North Brayton Road
Tiverton, RI, 02878
 - o a stamped second envelope, addressed to the college with THS return address for sending mid-year grades.
4. The Guidance Secretary will add copies of:
 - o your transcript.
 - o your activity sheet (if provided by the student)
 - o letter(s) of recommendation from teacher(s) (if available)
 - o school profile.
 - o SAT / ACT scores.
4. The Guidance Counselor will write a letter of recommendation, complete any necessary forms, and mail a transcript, secondary school report (provided by student), and any recommendations on file. The date will be recorded on the student folder and a proof of receipt postcard will be included.
5. The student is responsible for mailing the application to the college or university along with the application fee.

To ensure that applications are processed in a timely fashion, this information **MUST** be submitted to the Guidance Office **10 school days** prior to application deadlines. The Tiverton High School Guidance Department will not be responsible for missed deadlines if the student does not provide the necessary information at least **10 school days** prior to application deadline.

I have reviewed and understand the procedure for processing a college application and agree to abide by that which is stated.

Print Name

HMRM #

Signature