



Procedures for College Applications 2011

The school will send the following to all schools you apply to:

- Denver Jewish Day School Profile
- Your transcript with six semesters of high school work
- Courses in Progress 2011-2012

The school will send the following if needed/desired:

- School report with Counselor letter of recommendation for Common Application
- Counselor letter of recommendation for non-Common Application schools
- Special form for a particular college generated from your application
- ACT/SAT Test scores if accepted by the school – in state only - and clearly indicated on the Student Instruction Sheet for College Applications (purple form)

Arrange for teachers to send recommendations for you directly to the colleges. Some schools may not require recommendations – read the applications carefully. If you need recommendations, supply teachers with the needed forms and addressed/stamped school envelopes, which you can get in the office. Personally discuss your recommendation request with teachers, and allow them at least two weeks.

Out-of-state colleges and universities require that you contact the SAT and/or ACT directly to have your scores sent either online or via telephone; allow adequate time and remember score choice!

When you are ready for the school to forward your materials, put a large envelope addressed to the college in my box (you can get these envelopes from the office), along with the Student Instruction Sheet for College Applications (purple form). You don't need postage and you don't need a return address. **Allow two weeks for processing.** All Early Decision and Early Action materials must be submitted to me by October 18th, and all materials to be sent out by December 31st must be submitted to me by December 2nd.

The school will send your 7th semester high school grades in early February to all schools you have applied to.