

College is Possible!

Kenwood Academy Counseling Office College Application Procedures

During the third and fourth weeks of school, every senior will have a scheduled conference with their counselor to complete a mandatory course/credit check and to discuss the college application process. Parents are welcome and encouraged to attend with their child. Meetings are held throughout the school day during an arranged class period. The following is a brief overview of the process.

Acquiring Applications

Applications may be submitted online, for most institutions, or on a paper application.

ONLINE SUBMISSIONS ARE ENCOURAGED. It is a quicker process and requires less handling.

Paper applications should be obtained by calling the admissions office of the school of your choice.

Seniors should plan to submit **five** applications to their counselor for processing.

One of those applications must be to a state school.

Plan on spending time researching schools in the College Career Resource Center (Room 122).

Completing Applications

If you choose to apply online, print a copy of the submission verification page to give to your counselor.

ONLINE APPLICATIONS ARE NOT COMPLETE WITHOUT A TRANSCRIPT BEING SENT!

Print a copy of your completed application before submitting for your own records.

When submitting a paper application, type or print using a black ink pen.

All written applications should be neat, legible and accurate!

PAPER APPLICATIONS MUST BE SUBMITTED TO YOUR COUNSELOR A MINIMUM OF TEN BUSINESS DAYS BEFORE DEADLINE.

Transcript Request

No application, not online or paper, is complete without the submission of a transcript. Transcript request should be made with your counselor in the counseling office.

The first **five** transcripts have been paid for through the activity fee; all additional ones are \$4.00.

Under no circumstances will there be any rush orders on official transcripts!

ALLOW AT LEAST TWO WEEKS FOR TRANSCRIPTS TO BE PROCESSED.

Teacher Recommendations

Select people you have established a good relationship with to write a recommendation for you.

Give people at least three weeks notice, when possible, to complete a recommendation.

Provide the recommender with additional information about yourself to help write the best recommendation possible.

Check back with your recommender periodically to assure the timely completion of your recommendation.

Please adhere to the number of recommendations requested by each school. **DO NOT SEND UNSOLICITED MATERIALS TO THE COLLEGES. THEY DO NOT HAVE THE STAFF OR INCLINATION TO READ EXTRA DOCUMENTATION.**

Personal Statement

Every application submitted should include a personal statement.

Statements should be no more than one and a half pages.

This document is your opportunity to express what sets you apart from other applicants. It is also an opportunity to explain any serious irregularities on your transcript.

Ask at least two trustworthy adults to proofread your statement.

Resume

A resume can be an effective tool to highlight all of your activities, awards, community service, employment, and skills.

Make an Appointment

Schedule a time to see your counselor beyond your senior conference appointment regarding how you should go about submitting your completed applications for final processing.

All paper applications must come to your counselor in a 9"x12" envelope with three first class stamps attached. This envelope should be addressed to the admissions office of your respective college, and **YOU MUST LEAVE THE RETURN ADDRESS BLANK.**

Include any necessary application fee, placing your name and address on the check.

BRING EVERYTHING THAT NEEDS TO BE MAILED TO YOUR COUNSELOR AT ONE TIME.

Note: Seniors who receive free lunch may be eligible for an application fee waiver.

Deadlines

All applications and transcript requests should be submitted by October 15th to your counselor to receive priority completion. November 1st is the latest date that an application can be submitted to your counselor if you wish to meet the November 15th priority filing deadline.

Stay aware of all application and scholarship deadlines. Your urgent need is not your counselor's emergency. Please remember that there is no immediate turn around services, plan accordingly.

Counselors

Contact your counselor for more assistance.

Serena Hill – 773-535-1374 – shill11@cps.edu

Divs: 062, 065

Earnest Mondie – 773-535-1369 – edmondie@cps.edu

Divs: 052, 955

Lynda Parker – 773-535-1371 – ljparker@cps.edu

Divs: 040, 053, 054

Debra Reed – 773-535-1370 – dareed@cps.edu

Divs: 056, 063

Shelby Wyatt – 773-535-1372 – stwyatt@cps.edu

Divs: 051, 057

Postsecondary Coach

Need help researching various schools? Contact our Postsecondary Coach for help.

Julie Stanton

jmstanton@cps.k12.il.us

773-535-1215