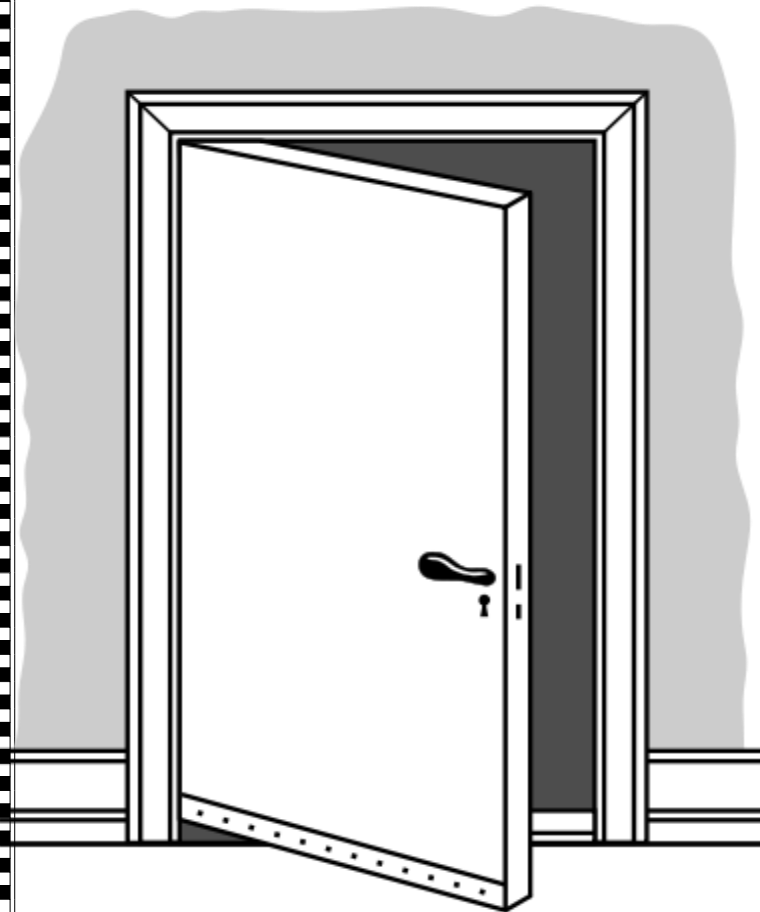


August Martin High School



WHERE DREAMS TAKE FLIGHT!



College Handbook

Opening Doors For
Our Scholars

GUIDANCE DEPARTMENT

Your Attention Please!

A Picture is Worth a Thousand Words

Your College Application is the first picture a college gets of you!

How do you want to look?

Did you address the envelope correctly?

August Martin HS
156-10 Baisley Blvd
Jamaica, New York 11434

Office of Admissions
College Name
College Address
City State, Zip

Is your Resume and Essay typed and edited for spelling, grammar and punctuation?

If you are submitting a paper application or any other required forms, are they neat and clean? Do not cross out, make erasures or use white out.

Use the same color ink throughout!

Is your writing legible? If not, typing would be preferred.

To complete the picture successfully: Read carefully ALL information on the following pages.

Senior Transcript Request Form

Student's Name: _____ Student ID # _____

Be sure to read instructions for each process on the Other side of this paper

_____ Check here if you are using the Common Application. (You should only check this if you applied Using the Common Application found at Commonapp.org).

_____ Check here if applying to The City University (CUNY) schools. Please list all colleges below.

Please send my transcript to:

Name of College: _____

Address of College: _____

City: _____ State: _____ Zip: _____

My intended major is (indicate undecided if unsure): _____

CUNYS

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

Application Deadline of the College (see application): _____

(Applications must be in 2 weeks prior to this deadline)

_____ Check here if there are sections on this application which must be filled out by the Guidance Department.

Does this application require a letter of recommendation? Yes _____ No _____

If yes, which teacher(s) have you asked to write a letter? (Maximum of 2 not including your Counselor's Letter -too many letters are not helpful to you.

1) _____ 2) _____

Teacher Reports: For the Common Application and any other application that has a teacher Report Form: You must give the Teacher Report Form to one of the teachers who wrote a letter for you.

My signature below gives permission to the Guidance Department to send my transcript including standardized testing to the college named above:

Signature: _____

Be sure to read the other side

(This section is for the office only)

Application: Hard Copy _____ On-Line _____ Mailed by student _____

College Fee: Check _____, Money Order _____ Fee Waiver _____

Transcript: _____ Envelope: _____ Application Signed: _____

Date Received: _____ Date Mailed: _____

Application Procedure

**We require this form to send transcripts. You will need one for each school.*

Filing out your application On-Line/Mailing on your own. Most colleges require online applications.

- 1) You must still hand in a completed transcript request form.
- 2) Application Fee for the college unless you did so by credit card on-line (or requested Fee-Waiver)
- 4) Activity Resume especially if you are very involved in school or community
- 5) Envelope use a large manila envelope not a business sized envelope. Address the envelope to the college with August Martin address as the return address (see below).
- 6) Print out any forms that must be filled out by the Guidance Office and hand them in.
- 7) You may choose to mail the paper application in which case we would need a complete copy handed in along with everything above.

****REMEMBER IF YOU DON'T FILL OUT A TRANSCRIPT REQUEST FORM WE HAVE NO WAY OF KNOWING WHERE TO SEND YOUR TRANSCRIPT****

- If a college requires a Self Reported Testing and Academic Record System, we still need this form to be filled out so we can send all of your other supporting documents, i.e.: letters of recommendation, etc. Also we need this form to keep a record of where you applied, as we will need to send your mid -year grades.

Important School Information:

School Address: August Martin High School
156-10 Baisley Boulevard
Jamaica, NY 11434

Guidance/College Office

Telephone #718-528-2920

FAX#: 718-276-1846

School Code: 332- 590

*Mid-Year Grade reports are sent in early February to each college you apply to – you do not need to request them.

** Final Grades are sent in June- You will be asked for your final decision as to the college you will attend. Final Grades will be sent only to the college you tell us you will attend.

Sample Resume'

Name
Address
City, State Zip
Telephone
Social Security Number

August Martin High School
156-10 Baisley Blvd
Jamaica, New York 11434
(718) 528-2920

Guidance Counselor

Personal

- Date of Birth
- Graduation Date
- Cum. Average
- Class Rank
- SAT Dates & Scores

Clubs & Activities:

- Campus Ministry – Grade 11
-
-

Athletics:

- Baseball – Grades 9, 10, 11, 12
-

Awards & Honors:

- National Honor Society – Grades 11, 12
- Peer Group Leader – Grade 12
-
-

Outside School

- Volunteered at (Grades)
- Worked (Grades)
-
-
-

August Martin High School
156-10 Baisley Blvd
Jamaica, New York 11434
718-528-2920

College Visit Form

Students are requested to make college appointments when it will not interfere with their present classes. In most cases, local colleges can be visited after school or on days when August Martin is not in session. When this is impossible, as in the case of visiting a college a great distance away, a college visit will be permitted.

Directions:

- ❖ Complete sections 1, 2 and 3.
- ❖ Bring this form to the Assistant Principal for signature.
- ❖ Bring this form with you to the college and have the college official complete part 5. This form should be brought to the Main Office on the morning you return to school. It will serve as your absence note and you will be given an admit slip to class.

Name: _____ HR: _____

1. College: _____

Address: _____

Date of Visit: _____ Time: _____

Purpose: _____

2 Guidance Approval: _____

3. Parental Signature: _____

Complete the above sections before going to the Assistant Principal.

4. Assistant Principal for Students _____

Visit Number: ONE TWO THREE

5. I certify that the above named student was present for an appointment or visit on date and the time indicated above.

College Official: _____

Title: _____

Phone: _____

Return this form to the Main Office/Attendance Office on the Morning you return to school.