

Eastlake High School

College Application Procedures

Colleges Which Do Not Require A School Report Form Or Letter Of Recommendation

- Complete the **EHS Request for Transcripts** form – available online or in the Counseling Office.
- Give the completed form to Mrs. Brinck in the Counseling Office.
- Allow 3 days for processing.
- Pick up your transcripts, which will be in sealed envelopes.
- Provide each college to which you are applying with one sealed envelope. (The University of Washington and the University of California system do not require transcripts.)

Colleges Using the Common Application

Completing the Secondary School Report

- Register online for the Common Application and complete the **My Colleges** section.
- Complete both the **Education** and the **Academics** section of the application. Be sure to fill in your **“Current Year Courses”** in the **Academics** section.
- Go to the **School Forms** page and check the box that authorizes release of all requested records and transcripts.
- Next, waive your right to access the Secondary School Report and all other recommendations under the terms of FERPA. (Check the **yes** box). Sign, date and save.
- Click on **“Invite Official”** at the bottom of the page under **Recommenders**.
- Click on **“Counselor Button”**. Counselor information will populate from Education Page.
- Check FERPA box and click **“Send Invitation”**.
- The **Secondary School Report** requires a letter of recommendation. Colleges prefer to have the person who knows you best write the letter or statement of recommendation for the school report form. At Eastlake, that is usually your homeroom teacher.
- Ask your **homeroom teacher** to write your letter of recommendation for the **Secondary School Report**. Provide your homeroom teacher with a copy of your **resume** and the pink **Requesting a Letter of Recommendation** tri-fold (available in the Career Center or online) and a timeline. Give the teacher **at least four weeks** to complete the letter.
- Follow-up with the teacher to be sure the letter is completed and emailed to your counselor, with due date attached, in time to meet your deadlines. The counselor will need at least **1 week** in which to complete the school report form.

Completing the Teacher Evaluations

- Go to the **School Forms** page of the Common Application.
- Click on **“Invite Official”** at the bottom of the page under **Recommenders**.
- Click on **“Teacher Button”**. Fill in the teacher information (do **NOT** use your homeroom teacher – he/she is already writing your recommendation for the Secondary School Report) and subject area for the teacher you would like to invite to write your evaluation.
- Click **“Send Invitation”**.

- Be sure to **ask the teachers first** - before you send the online invite. Provide each teacher with a copy of your **resume** and the pink ***Requesting a Letter of Recommendation*** tri-fold and a timeline. Give the teacher **at least four weeks** to complete the letter.
- Follow-up with the teacher to be sure all gets done in time to meet your deadlines.

Colleges Which Do Not Use the Common Application and Require a School Report and/or a Letter of Recommendation

Completing the Secondary School Report

- Give the following materials to your counselor.
 1. **School Report** form, with the **To The Applicant** section complete
 2. An envelope with 2 stamps, addressed to the college with Eastlake's return address
- The **Secondary School Report** requires a letter of recommendation. Colleges prefer to have the person who knows you best write the letter or statement of recommendation for the school report form. At Eastlake, that is usually your homeroom teacher.
- Ask your **homeroom teacher** to write your letter of recommendation for the **Secondary School Report**. Provide your homeroom teacher with a copy of your **resume** and the pink ***Requesting a Letter of Recommendation*** tri-fold (available in the Career Center or online) and a timeline.
- Give your homeroom teacher **at least four weeks** to complete your letter of recommendation – 2 weeks for the homeroom teacher and 2 weeks for the counselor and Mrs. Brinck, the counseling secretary, to complete their parts.
- The homeroom teacher will deliver the letter of recommendation to Mrs. Brinck, providing the counseling office with **2 weeks** in which to complete their part.
- Follow-up with the homeroom teacher to be sure it gets done in time to meet your deadlines.

Completing the Teacher Evaluation

- Give the following materials to one or two teachers (**NOT** your homeroom teacher):
 1. **Teacher Evaluation** form, with the **To The Applicant** section complete
 2. A copy of your **resume** and the pink ***Requesting a Letter of Recommendation*** tri-fold
 3. A stamped envelope, addressed to the college
- Give the teacher **at least four weeks** to complete the teacher evaluation form and letter of recommendation.
- Follow-up with the teacher to be sure all gets done in time to meet your deadlines.

