

Hi Seniors and Parents of Seniors,

The Counseling Department will be periodically sending you an email to share information.

By now, seniors should be meeting with teachers in order to ask them to write their letters of recommendation. These letters should be used for more than one or all of the colleges for which he/she applies. Most teachers write one letter, photocopy it, and attach it to many forms. When distributing recommendation forms, students should provide each teacher with a stamped envelope addressed to each college.

It is important that seniors meet with their counselors to discuss their future plans and to get organized for their college application process. In many cases your counselor will be preparing a statement to submit to the college. Have you given five teachers the appraisal forms? Have your turned in your pink sheet and activity resume? Have you completed the parent questionnaire? These help your counselor to write a quality summary of who you are, another important part of the admissions process. **YOUR COUNSELOR NEEDS TO KNOW THAT YOU ARE APPLYING TO COLLEGE FOUR WEEKS IN ADVANCE OF YOUR FIRST APPLICATION DEADLINE.** If counselors do not have 4 weeks notice of your first deadline, there is no guarantee that the college will receive your high school packets in time. (THE 4-WEEK RULE)

If your college application

**is due at college by:**

November 1  
November 15  
December 1  
December 15  
January 1  
January 15  
February 1

**Counselor must be notified by:**

October 1  
October 15  
November 1  
November 15  
December 1  
December 15  
January 1

Remember to have ACT/SAT scores sent directly to colleges. Lincoln-Sudbury does not send any standardized test scores to colleges or employers.

A fee is charged for mailing transcripts to colleges and employers. Each student is allotted three transcripts. For each additional transcript, they will be billed \$5 at the end of January. Please see your counselor if payment for this fee is a hardship.

### **College Visits**

Each week L-S welcomes a variety of different colleges to visit and supply students with information regarding their school. Students are able to ask questions and learn more about colleges that are of interest to them. The Career Center announces the upcoming scheduled visits well ahead of time so that students are able to plan accordingly.