

**Plainview Old Bethpage John F. Kennedy High School
Guidance and Counseling Center**

APPLICATION PROCESSING FORM

(This form is to be used for every 10 colleges you apply to)

You must allow 15 school days for your transcript and supporting documents to be processed.

Student Name: _____ Date of Birth: _____

*****You must have started your college application before you submit this form to the Guidance Office*****

College(s) I am applying to

Please indicate the college name, type of application (early decision, early action, regular decision), and application deadline i.e., University of Tulsa, Early Action, November 15th. Also please indicate if you applied through Common App, Coalition App, or directly to the College

College/University Name <i>i.e., University of Tulsa</i>	App. Type Com App, Coal, or direct	App. Type <i>i.e., EA</i>	App. Deadline <i>i.e., 11/15</i>	College/University Name	App. Type Com App, Coal, or direct	App. Type	App. Deadline
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			

**Please make sure you write the exact name of the school
i.e., University at Buffalo or Buffalo State College**

****Please Indicate your Common App Email _____**

****Intended Major if Known: _____**

Teachers I requested letters of recommendations from:

1. _____ 2. _____

I understand that it is my responsibility to request an official copy of my SAT or ACT scores to be sent directly to the college/university.

Student Signature/ Date

Parent/Guardian Signature/ Date

I have reviewed my transcript and approve it to be sent directly to the colleges/universities listed above.

Student Signature/ Date

Parent/Guardian Signature/ Date

A note about senior year grades:

- First-quarter grades are not automatically sent to the colleges. It is the student's responsibility to know if the college(s) require first-quarter grades, and if so, the deadline. Students must submit this request, in writing, to their counselor.
- Mid-year grades will automatically be sent to all applied colleges unless a written request NOT to have them sent is received by February 1. If you request your mid-year not be sent to a specific college, but wish it sent to other colleges, it will have to be sent via email – not through Naviance.

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You must allow **15 school days** for your application to be processed once it has been submitted to the Guidance office.

College Deadline

Guidance Office Deadline

October 15

Tuesday, September 20

November 1

Friday, October 7

November 15

Friday, October 21

January 1

Monday, December 5

IMPORTANT NOTE: *POBJFKHS does not report official test scores.* You are responsible for sending the scores of the exams listed below directly to your colleges:

- SAT test scores www.collegeboard.org (1-866-SAT-SCORE)
- ACT test scores www.actstudent.org (319-337-1313)