SKYLINE HIGH SCHOOL

AGILE MINDS. BIG HEARTS. DEEP QUESTIONS.

Sulura W. Jackson
Principal

Alberta Britton, SLC Principal
Casey Quigley, SLC Principal
John Young, Athletic Supervisor

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SKYLINE HIGH SCHOOL COLLEGE APPLICATION PROCESS

Application routing slips can be found in the Main Office, Media Center, College and Career Center, 3rd and 4th floor SLC offices (see sample below).

1. Make sure you have completed a Junior Interview with your counselor and have reviewed your transcript.
2. After carefully researching, select 3-5 colleges/universities.
3. Complete the blue College Application Routing Slip (see sample below).
4. Bring your school report forms or hard copy applications to the Records Clerk in the Main Office with the required application fee. If you do not use Parchment.com please include $2.00 processing fee per official transcript request(s).
5. Allow for 5 to 15 working days for application to be processed and mailed.
6. If you want your application submitted for early decision, your application must be submitted by October 7, 2011.
7. If you want to have your application submitted by December 22, 2011, your application must be in by October 31, 2011.

SAMPLE

COLLEGE APPLICATION ROUTING SLIP

NAME: _____

STUDENT NUMBER: ☐☐☐☐☐☐ **COUNSELOR:** _____

OFFICE USE ONLY:

Completed Application (Read and place your initials next to each statement that apply to this application.)

Choose ONE:

☐ **I have submitted my college application ON-LINE.**
- ☐ I am including any forms required by the college, including counselor pages and secondary school report pages with this slip.
- ☐ I understand my counselor does **NOT** complete **ANY** portion of school/counselor report on-line.

☐ **I did NOT apply on-line** and am submitting a paper copy of my application

Select all that apply:

☐ I have contacted the testing agencies to have my ACT and/or SAT scores sent to this college.

☐ I have submitted my transcript request to Parchment.com.

☐ I am requesting a letter of recommendation from my counselor and have turned in my Student Profile.

☐ I have transfer-in credits from another high school or program on my transcript.

I, _____, authorize Skyline High School and Parchment to release my transcript(s) to

College or University: _____, *Admissions Office*

Address: _____

City: _____ *State* _____ *Zip*: ☐☐☐☐☐-☐☐☐☐

Please allow up to 5 to 15 working days from the date received by the Records Clerk for the application materials to be mailed.

OFFICE USE ONLY:

RECORDS CLERK DATE RECEIVED:	RECORDS	SLC SECRETARY	COUNSELOR	SLC SECRETARY	RECORDS	RECORDS CLERK DATE MAILED:
	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	