

Lancaster Mennonite School  
Instructions and guidelines for seniors regarding college applications

Transcripts

What is a high school transcript? – This is an official record of courses that you have taken, along with the grades and credits, during your high school years. Your transcript includes your GPA for each year you attended LMH and your cumulative GPA which summarizes all your work at LMH to date. Students who transfer into LMH from another school have grades shown for their courses in previous schools, but only courses taken at LMH are included in the calculation of GPA. Students who transfer in from schools outside the USA have all grades for transferred courses shown simply as pass or fail.

Does every college need to see my transcript? – Every college requires a transcript as part of the application process.

How do I request a transcript from LMH for a college? – To request a transcript for college, you need to fill out a Transcript Release Form. This blue form is available in the guidance office or you can print one from the school's website at [www.lancastermennonite.org](http://www.lancastermennonite.org) under the high school tab and click on forms. Up to four colleges' names may be included on a single form. Your signature and your parent/guardian signature are required while you are still in high school.

Who do I give my completed Transcript Release Form to? – Once these release forms are properly filled out, return them to Mrs. Grosh in the guidance office. Please allow seven to ten school days from the day a request is submitted until the date it must be mailed. Please note that LMS Board policy requires that financial accounts be current before the school can release records, including transcripts.

References & Recommendation Letters

Some colleges and universities require personal references from teachers or school counselors. Many of these schools provide a form as part of the application packet and some ask for a letter of recommendation to be written.

Who should I ask to be a reference or to complete a recommendation letter? – Since your teachers see and interact with you daily over a period of time, they are often able to give more specific references than your school counselor. If there is a choice, it is recommended that you choose teachers who know you well to complete the requested references. Your counselor is also available to complete a recommendation section of an application or to complete a recommendation letter. Counselors who have a completed Student Information for Seniors and Parent Communication for Seniors sheet are usually able to complete more accurate recommendations. These forms should be completed and returned to the guidance office in time for your senior interview. The senior interview with your school counselor should be scheduled before a written reference is needed.

Should I get these reference papers back from my teacher or counselor? – When asking teachers to provide a reference, please request that they give their completed reference forms or letters to the Guidance Office staff to include with the transcript being sent from the office. In this case, you must be certain to note on the Transcript Release Form the names of teachers who are completing such references so the Guidance Office staff can coordinate the mailing.

When should I request my teacher to fill out a reference form or letter? – Requests for teacher references should be given to them at least ten school days before they need to have it completed.

Test Scores

How will my desired college know my SAT or ACT score? – Your SAT or ACT score will appear on the bottom of your LMS transcript. For some colleges/universities this is adequate. However other colleges or universities require that the test score be sent to them electronically directly from The College Board or ACT. You are responsible to find out which method is followed by the college to which you are applying.

2010-2011 Test Dates (registration deadlines are typically a month prior to the test)

SAT Testing Dates

October 9  
November 6  
December 4  
January 22  
March 12  
May 7  
June 4

ACT Testing Dates

September 11  
October 23  
December 11  
February 12  
April 9  
June 11

Application Procedures

How do I apply for a college? – Many colleges prefer to receive applications online. When applying online, you should request transcripts to be sent following the time you submit the application. When possible, you are encouraged to apply using the Common Application Online process.

When applying by regular mail, you are encouraged to bring the completed application with the Transcript Release Form and have the Guidance Office mail the transcripts with the application.

The Transcript Release Form should not be brought to the Guidance Office until after the application is completed and sent either online, mailed by regular mail or ready to send and brought with the form to the Guidance Office. Colleges begin a file for you after the application is received.

Helpful Resources

You are encouraged to use the "Resource" section on the guidance page of LMH's website which can be found at <http://www.lancastermennonite.org/guidance/resources.html>.

On this site, you can find quality websites with the following information:

- Popular College Links – College Board, Career Cruising, others
- Testing – SAT & ACT Dates and other important testing information
- College Searches – 2 year schools, 4 year schools, virtual schools, college ranking
- Scholarship & Financial Aid websites
- Career & Personality Assessments
- Websites for Minorities & Students with Disabilities

\*\*Another helpful resource is the many college representatives that visit campus during the fall semester. Please listen to morning announcements, check the guidance bulletin board or check online at the guidance website.