



## SPOONER HIGH SCHOOL COLLEGE APPLICATION PROCESS

- **PREPARE AN APPLICATION**
  - Online “Admissions” page at each college/university (preferred method)
  - Most require a fee - *Mrs. Meyers has application fee waivers for those who qualify*
- **PERSONAL STATEMENT/ESSAY**
  - Some colleges may require this; directions will be in each individual application
- **LETTERS OF RECOMMENDATION**
  - Some colleges may require these from a teacher or counselor. Directions will be in each individual application. Remember to fill out a [Request for Letter of Recommendation](#) sheet for each teacher or counselor - include an activities resume if you have one. Give them a stamped, addressed envelope to mail directly to the college.
- **REQUEST A TRANSCRIPT**
  - Log into XELLO - access from the SHS student resource website
    - Log in with student Google Account
    - From your Student Dashboard, under **Goals & Plans**, click on **College Planning - Manage**
    - Click **Create Application** in **College Applications**
    - Search for institution you are applying to and click **Select**
    - When it is highlighted with a check mark, click **Next** at the bottom of your screen
    - Add details (admission type, deadline), then click **Create** (blue at bottom right of screen)
    - Under **Application Checklist**, you will see the items to complete - click **Request** on Transcript
    - You will get a notification that your transcript request was sent
- **SEND ACT/SAT TEST SCORES**
  - Prices and conditions are subject to change; please consult websites
  - Request scores to be sent **when registering** for the test; four score reports are included in the registration fee
  - Request them after the test via the ACT website: [www.actstudent.org](http://www.actstudent.org)
    - Click on **Create Account**
    - It will ask you if you have registered for a previous ACT; click **Yes**
    - Then it will ask you if you have taken an ACT, click **Yes**
    - It will then ask for your username (you don't have one yet); or your ACT ID. This ID number will be on the ACT score report that is mailed home from ACT
    - Enter your ACT ID number and then ACT will load your data from the test we took at school. You can then request your score to be mailed to the colleges you are applying to