



SPOONER HIGH SCHOOL COLLEGE APPLICATION PROCESS

1. **PREPARE AN APPLICATION** from the college of your choice:
 - Online “Admissions” page at each college/university (preferred method) most require an application fee. *Mrs. Meyers has application fee waivers for those who qualify.*
2. Some colleges may require a **PERSONAL STATEMENT/ ESSAY**. Directions will be in each individual application.
3. Some colleges may require **LETTERS OF RECOMMENDATION** 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 college.
4. **REQUEST A TRANSCRIPT** for each college/university you are applying to.
 - Log into XELLO (access from the SHS Student resource website or link emailed from Mrs. Meyers)
 - Log in with Student Google Account
 - From your Student Dashboard, under **Goals & Plans**, click **College Applications**.
 - From your list of institutions, select the one to which you’d like your transcript sent.
 - Under the **Requirements Checklist**, find **Transcript**.
 - To the right, click the three dot icon and select **Request Transcript**.
 - A banner at the top of the screen will indicate the request was sent.
5. **SEND ACT/SAT TEST SCORES (prices and conditions are subject to change –please consult websites)**
 - A. Request scores to be sent **when registering** for the test – four score reports are included in the registration fee.
 - B. Request them after the test via the **Internet for ACT: www.actstudent.org**- click on “create account” - it will then 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 then request your score to be mailed to the colleges you are applying to
 - Regular report** - processed within one week of the receipt of your request. These reports are delivered to the colleges or agencies at least every two weeks. Cost is \$13.00 per test date per report.
 - Priority report** – Processed within two working days after receipt of request, and is usually delivered 3-4 business days later. Cost is \$16.50 per test date per report.
 - C. Request them by **phone**:
 - ACT (priority reports only): 319/337-1313**

You must complete a “Phone Order Worksheet” available online before you call. You must pay a \$15.00 service fee for the phone call IN ADDITION TO the fee for each report.