

DM/A@E HIGH SCHOOL

Englewood Public Schools
Englewood, NJ

EARLY ACTION & EARLY DECISION

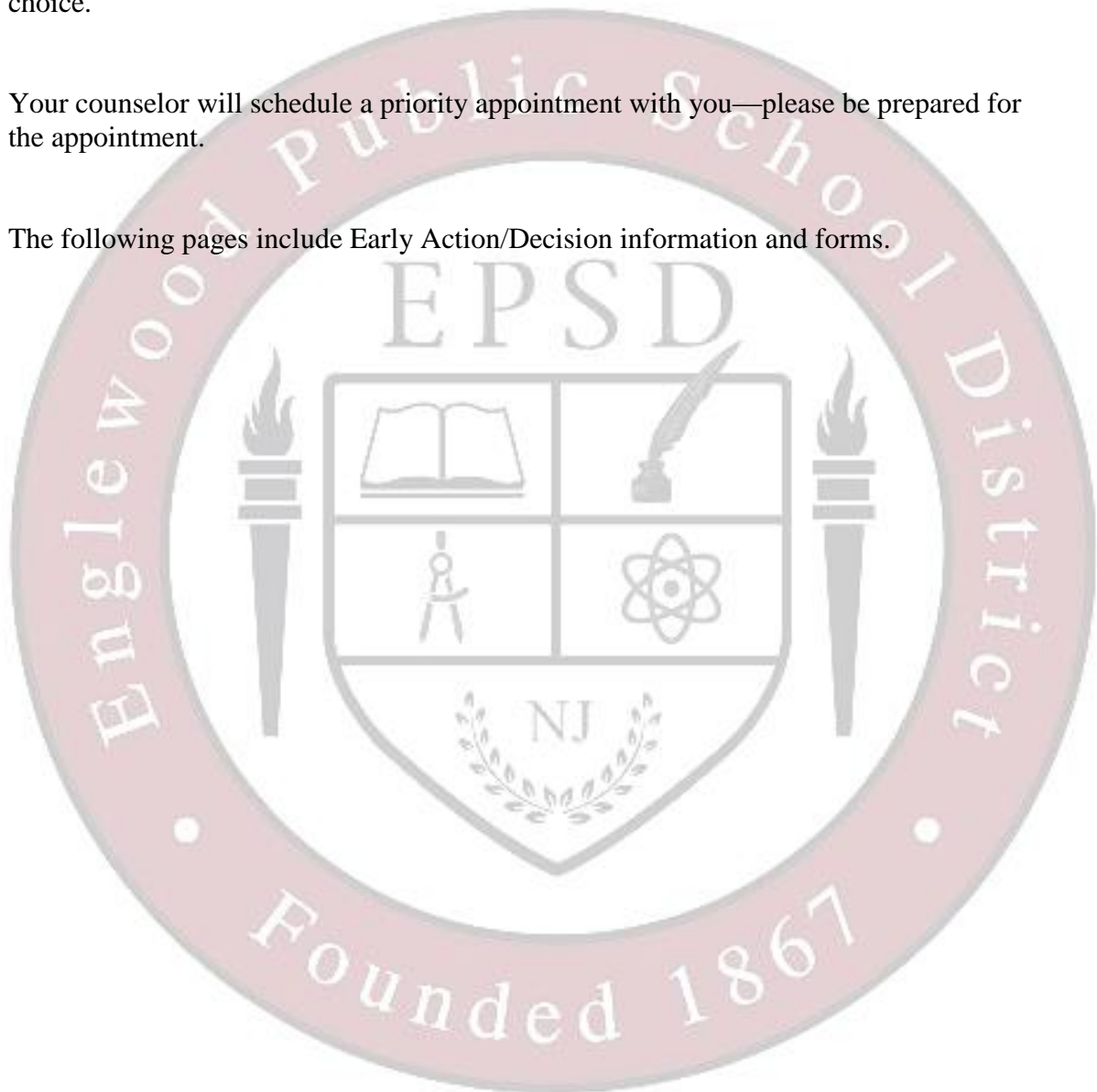
A Guide to Help with Applying to Colleges as Early Action & Early
Decision

EARLY ACTION/DECISION DEADLINES

Please check Naviance for the Early Action/Decision deadline(s) for your school(s) of choice.

Your counselor will schedule a priority appointment with you—please be prepared for the appointment.

The following pages include Early Action/Decision information and forms.



THE COLLEGE APPLICATION PROCEDURE FOR SENIORS

We welcome the opportunity to help you with the college application process, but the responsibility for meeting deadlines for college rests with you.

Register for the SAT, SAT Subject tests, TOEFL, and ACT tests on time. Don't forget to request that your scores be sent to colleges of interest and to DM/A@E High School. Colleges require that official copies be sent directly from the testing source.

Transcript requests must be accompanied by a Transcript Request form. Please allow a minimum of 10 school days for us to process your request. This will allow our secretarial staff uninterrupted time to process the volume of requests.

Procedures:

A signed Transcript Request form must accompany each transcript request. We cannot send out any information without this form. Forms can be found in the Guidance Office and on the Guidance webpage.

Envelopes: For each school to which you apply, you must provide:

- An addressed (9" x 12") envelope. As the return address, write:

**DM/A@E High School
Guidance Department
274 Knickerbocker Rd
Englewood, NJ 07631**

- Do not put your home address on the envelope since official transcripts are sent by the school, not you.
- Write your name *in pencil* on the lower left corner of all envelopes. Indicate (also in pencil) on the top of the envelope if the application is an early decision, early action, regular decision or rolling, and the application deadline.
- School or counselor forms that the college(s) requires
- Completed Parent Notification Card (pick up at the Guidance Office)
- Completed Transcript Request Card (pick up at the Guidance Office)
- Completed College Confirmation Card (pick up at the Guidance Office)
- Five (5) first class postage stamps – do not attach to envelope(s)

Teacher Recommendations

Teacher recommendation request forms can be picked up in the guidance department. Please be sure to give sufficient time for the teacher to write the recommendation and don't forget to thank your teachers for taking the time to write your recommendation.

TYPES OF APPLICATION ADMISSIONS

The chart below outlines the many admission options students will face. It is important to learn the guidelines of your selected college's application procedures.

Deadlines are firmly adhered to in the admissions process. Application materials must be handed into the Guidance Office *three weeks* prior to the college's deadline. During the fall, the Guidance Office is processing a great deal of paperwork and sufficient time is needed to meet college deadlines.

Strong Suggestion:

If your college offers Early Action or Rolling Admissions, submit your applications as early as possible. Many applications become available on-line during the summer. This is the ideal time to complete your college applications as it reduces the additional stress that comes with senior year coursework!

The Common Application is widely used by students, with more than 350 colleges participate. Visit commonapp.org to view the listing of participating colleges along with their specific deadline dates.

Which College Admissions Process Best Suits You?				
Non-Restrictive Application Plans			Restrictive Application Plans	
Regular Decision	Rolling Admissions	Early Action (EA)	Early Decision (ED)	Restrictive Early Action (REA)
Definition:	Definition:	Definition:	Definition:	Definition:
Students submit an application by a specified date and receive a decision in a clearly stated period of time.	Institutions review applications as they are submitted and render admissions decisions throughout the admission cycle.	Students apply early and receive a decision well in advance of the institution's regular response date.	Students make a commitment to a first-choice institution where, if admitted, they definitely will enroll. The application deadline and decision deadline occur early.	Students apply to an institution of preference and receive a decision early. They may be restricted from applying ED or EA or REA to other institutions.
Commitment:	Commitment:	Commitment:	Commitment:	Commitment:
Non-Binding	Non-Binding	Non-Binding	Binding	Non-Binding
Students are not restricted from applying to other institutions and have until May 1 to consider their options and confirm enrollment.				Students are responsible for determining and following restrictions

DM/A@E HIGH SCHOOL STUDENT TRANSCRIPT REQUEST FORM

YOU MUST COMPLETE THE FERPA WAIVER ON NAVIANCE BEFORE TRANSCRIPTS ARE SENT.

ALL TRANSCRIPT REQUESTS MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO THE APPLICATION DEADLINE. **NO EXCEPTIONS.**

Student's Name _____ Date _____ Counselor _____

eDocs member (check one) _____ Yes _____ No (List is available on Naviance and the DM/A@E site)

Most transcripts will be sent electronically. However, some colleges still want to receive paper copies. In that case, please provide the college address where the transcript should be sent. You can find the address on Naviance by simply clicking on the college name.

College Name: _____

Address: _____

Common Application ID # _____ Date Application is due: _____
(from your account on www.commonapp.org)

Check the type of application:

___ Early Decision Binding ___ Early Action Non-binding ___ Regular Decision ___ Rolling Admission

Date you submitted (or plan to submit) your application **online**: _____
(Colleges will not upload your transcript until you have actually applied online)

IF the college is NOT an eDocs member, you must remember to submit a 9x13 envelope addressed to the college. Please print your name and type of application (in pencil) on the envelope. Please include the following:

- Enclose the counselor/secondary school form (if applicable)
- Include five (5) first class stamps in the envelope
- Include a résumé/activity sheet
- Update status on Naviance to "submitted" application

SAT/ACT scores have been sent to this college? YES NO If YES, date: _____

Signature of Student

Signature of Parent

=====

GUIDANCE OFFICE USE ONLY (Do not fill out this section)

Date received: _____

Electronic Delivery

_____ eDocs member _____ SSR/Rec/Transcript sent _____ Secretary initials _____ date

Paper Delivery

_____ Rec/Transcript sent _____ Secretary initials _____ date

DM/A@E HIGH SCHOOL TEACHER LETTER OF RECOMMENDATION REQUEST FORM

PLEASE SUBMIT RECOMMENDATION ON OFFICIAL SCHOOL LETTERHEAD

Teacher _____

Student's Name _____

Date of Request _____

Date by which recommendation is needed _____

Intended Major _____

Schools to which recommendations will be sent:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Courses and year(s) for which you were my teacher:

_____	_____
_____	_____

Extracurricular Activities/Awards/etc...

Please attach any pertinent forms.
 Recommendations to be given back to:
 Guidance Department _____
 Mailed directly to college _____

Date received _____ **Guidance Office Use** **Date completed** _____

**DM/A@E HIGH SCHOOL
EARLY-DECISION/ACTION CONTRACT
Due October 1**

All students applying through an Early Decision or Early Action program must complete this form.

Student: _____

College: _____

Early Decision _____ **Early Action** _____ **Deadline**
Date: _____

We have read and fully understand all Early Decision/Early Action material for the above-named college and fully understand its policies and procedures.

Signature of Parent: _____

Signature of Student: _____

I have asked the following teacher(s) to write a letter of recommendation and they have agreed:

1. _____ 2. _____

This form must be reviewed and signed by the appropriate school counselor at least two weeks before the stated deadline.

Signature of Counselor: _____

Date: _____

INFORMATION ABOUT SENIOR YEAR GRADES

Mid-year reports will automatically be sent to all the colleges you applied to. They require this information as part of the application process. You must notify the Guidance Office of the college you plan to attend and where a final transcript should be sent. All colleges require a copy for entering students as evidence of high school graduation.

Senior year grades are an integral part of a student's academic record, which we are obligated to submit to college admissions personnel. Therefore, it is vital for seniors to keep up their grades. During the entire senior year, counselors will share all academic information with colleges.

Please inform Guidance when you are accepted or declined. Remember that you must withdraw all applications in writing for each college to which you have applied and been accepted to, but will not be attending. Depositing to more than one college is unethical and unfair to students who are on waiting lists.