



CLASS OF 2024

Transcript Request Deadlines

Langley Deadline	College Deadlines
September 8, 2023	Consent Form Due for ALL students regardless of when applying to college
September 15, 2023	October 15 (Early Action)
October 2, 2023	November 1 & 15 / December 1 (Early Action/Decision/Rolling)
November 17, 2023	January 1 and beyond (Regular Decision)
Mid-February 2024	Mid-year Transcripts
June 2024	Final Transcript submitted to the college the student is attending

*The above deadlines assist your school counselor in managing college materials and writing letters of recommendations for their students. You **MUST** make an appointment with your counselor and submit the materials in your senior packet by the deadlines listed above.

PLEASE NOTE:


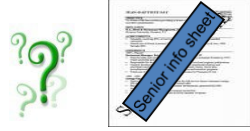

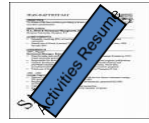


***You do not need to submit your actual applications to colleges by these deadlines.**

***You do not need to wait for transcripts and letters of rec to be submitted before submitting your application.**

TRANSCRIPTS WILL NOT BE RELEASED UNLESS THE CONSENT FORM IS RECEIVED!



Senior Checklist – Items Required to Process College Applications

Item		Check
1	List of ALL colleges/universities you are applying to with decisions and application types.(ED, EA, Rolling, Regular, Common app, Coalition) See form in Senior Handbook.	
2	Completed answers to the questions on the Senior Information Sheet. These answers will be used to complete counselor recommendation.	
3	Completed answers to the Parent Response Form. These answers will be used to complete the counselor recommendation.	
4	Activities resume	
5	Consent for Release of Student Transcript Form	
6	Colleges you are applying to have been uploaded into Naviance Student. Add under the Colleges I am thinking about tab.	

Students must submit official test scores from the respective ACT or College Board test sites.

Transcript Key

Admission Type

ED – Early Decision: Students make a commitment to a first-choice institution where, if admitted they definitely will enroll. The application deadline and decision deadline occur early. Commitment: BINDING

EA – Early Action: Students apply early and receive a decision well in advance of the institution’s regular response date. Commitment: NON-BINDING

REA - Restrictive Early Action: 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. If offered enrollment, they have until May 1 to confirm. Commitment: NON-BINDING

Regular Decision: Students submit an application by a specified date and receive a decision in a clearly stated period of time. Commitment: NON-BINDING

Rolling Admission: Institutions review applications as they are submitted and render admission decisions throughout the admission cycle. Commitment: NON-BINDING

Priority Admission: Students submit an application by a specified date to be considered for admission, scholarship money, and honors programs, etc. Please choose this option only if the college does indeed have a priority deadline. Commitment: NON-BINDING

Delivery Types

PLEASE DESIGNATE WHICH TYPE EACH COLLEGE REQUIRES SO WE CAN SEND YOUR TRANSCRIPTS/FORMS



Paper or Individual Portal Required



Electronic – eDocs or Coalition App



Common Application

Note about using the Coalition App: Students will fill out application online, then they will check the box to indicate that they will be sending their transcript separately (not via coalition) as Langley will send via eDocs. Counselor recs will be send via eDocs, teacher recs will be sent through Coalition.

CONSENT FOR RELEASE OF STUDENT RECORDS IN SUPPORT OF POSTSECONDARY APPLICATIONS

Instructions for Use: This form is to be used by parents and/or guardians and students aged 18 or older to authorize Fairfax County Public Schools (FCPS) to release student records and related information to support student applications to colleges, universities, scholarship sponsors, employers, or other similar organizations. The student, parent and/or guardian will use a separate form, your school's transcript request form, to identify all schools and organizations to which records may be sent.

CONSENT

By my signature below, I authorize FCPS to release to schools or organizations identified on the student's school transcript request form any school records or other information requested by the school or organization in support of the application. This may include, but is not limited to, transcript, other school records, and any letters of recommendation written by FCPS employees. However, this authorization specifically excludes the release of discipline information.

By my signature below, I also authorize FCPS employees, including but not limited to, administrators, teachers, and counselors, to communicate with and respond to inquiries from the school or organization concerning my application and my credentials.

FCPS may release the required records and information by electronic or other means directly to the school or organization or to a service used by the school or organization to facilitate its application process. These services include, but are not limited to, the Common Application, Naviance Student, Coalition for College, and other services utilized by FCPS.

I understand that I am authorizing FCPS to send data to the colleges, scholarships, and other organizations listed on my transcript request form, typically via an electronic portal. When submitting my data electronically, FCPS will use the correct portal where the browser displays the padlock icon to indicate that the data is encrypted to the website. I acknowledge I am responsible for understanding the college's or organization's terms and privacy policy of how they will store, retain, and use this data prior to consenting to such release.

I also understand that I have the right to review or have copies of any records that FCPS transmits to the school or organization. If I have responded yes to the statement below, however, I have waived the right to review or have copies of any letters of recommendation written by FCPS employees.

If an application requires or requests a student's social security number (SSN), FCPS staff members should not enter the SSN on the student's behalf.

- Yes, I waive my right to review or have copies of any letters of recommendation written by FCPS employees.
- No, I do not waive my right to review or have copies of any letters of recommendation written by FCPS employees.

My signature below confirms that I have read and understand this consent form. I understand that this authorization will remain in effect until I withdraw this authorization in writing.

Note: Both parent and/or guardian and student are required to sign this form for students under age 18. Parent and/or guardian signature is not required if the student is aged 18 or over or attending a postsecondary school.

Name of Student (Please print)

Student ID

Date

Signature of Student

Signature of Parent and/or Guardian (If student is under 18)

Langley High School Parent Response Form

We are seeking your thoughts and feelings about your child. Please help us by responding to the questions below. If you do not find these specific questions helpful, then write us a letter. Be funny, be serious, be honest, be proud, brag. Your willingness to complete this form or write a separate letter is very helpful in counseling your son or daughter and writing his or her college recommendation.

Student Name: _____

Parent Email: _____

1. Describe a recent incident when your child demonstrated strong character.

2. What are three words or phrases you would use to describe your child? Please give an example of each.

3. What are your child's greatest strengths and how do these qualities lend to their particular field of choice/interest in college or college major? Please provide examples of each.

4. Are there any special circumstances that you want the counselor to address in the college recommendation? (i.e. educational background, special family situation, medical history, family trauma, personal achievement, etc.)

5. If you were to write your own son or daughter's recommendation, what would you say in the first paragraph that would prompt the admissions committee to read on? Write the paragraph.

6. Is there anything else that you would like to share about your student?

Langley High School Senior Information Sheet

The questions listed below are helpful to your counselor when composing your college letter of recommendation. Please answer these questions and provide as much information as possible. Typed responses please.

Student Name: _____ Student Personal Email: _____

SAT/ACT Scores: _____ Teacher Recommender(s): _____

1. Identify three words/traits, characteristics, or interests that best describe you to a college admission committee. Questions to ask yourself- Assume that all students applying have met the objective criteria for admission. What do you think distinguishes you from other qualified applicants? Examples and/or anecdotes that further identify and explain these traits, characteristics, and interests are most helpful. Such context can create a meaningful and memorable individual identity in the college application process.
2. Is there a person in your life who you have considered to be a mentor? Please tell us about the person's impact on your life.
3. What has been your strongest subject or elective and why? Questions to ask yourself- What subject(s) or academic experience(s) have been the most influential, compelling, intriguing, or challenging, and why? What do you look forward to investigating and exploring and learning about in college.
4. What do you choose to learn or explore on your own? Questions to ask yourself- what have you pursued beyond class assignments? What do your choices show about your interests and the way you like to learn? Have there been any events, circumstances or experiences that inspired you to pursue additional learning or had a major impact on your way of thinking (i.e. values, morals, ethics)?
5. What are your most significant contributions to LHS or your community? Why did you choose these activities during your high school career? Specifically, what was your personal or academic motivation for participating? What distinguished your participation and involvement in this activity from others? * Please attach an activity resume.

6. What are your future career goals? Questions to ask yourself- What have you learned or know about yourself that supports your potential career pathway? What aspects or opportunities are you researching when selecting colleges to apply? What responsibilities or experiences, either in or out of school have helped you define these goals? How do your potential college choice align with your future plans and career goals? What is your intended college major? Why did you choose this? What profession do you see yourself in once you graduate from college?
7. What factors, if any (personal, family, social, cultural, academic) contributed to your academic performance positively or negatively while at Langley? Question to ask yourself: Is your transcript an accurate reflection of your academic ability?
8. Is there anything about you that doesn't fit in any of the above categories that you would like to share that is meaningful or important to you? Please explain in detail.
9. If you were to write your own recommendation, what would you say in your first paragraph that would prompt the reader to read on? Write the paragraph.

Student Activity Resume

The following is an example of a Student Activity Resume. This could be used when applying for a job, scholarship or anywhere a resume is requested. Use the titles that apply to you or create ones that are more appropriate. Be factual and use only events from ninth through twelfth grade. Get help from your parents as they may remember honors, etc. Make sure to type it.

First Middle Last
Name Street
Address
City, State, Zip code Phone
number with Area code
Email Address

School Activities	Grade Level
Club	9, 10
Club	11,12
Athletic Team Fall Semester	9, 10
Athletic Team Spring Semester	11, 12
Honor Society	9, 10, 11, 12
Elected Office	10, 11
School Honors	
A/B Honor Roll	9, 10, 11, 12
Most Valuable Player (Team)	11, 12
Varsity or Academic Letter	11, 12
Community Activities	
Volunteer with ___ for 3 hours/week	10
Religious Youth Group	9
Community Athletic Team Summer	11, 12
Private Lessons on _____	9, 10, 11, 12
Community Honors	
Invited participant of ___ on DATE	
Work Experience	
Name of Business, Number of hours/week	11, 12