

Steps for College Admission and Secondary Placement

- Select the college/program that you will apply and obtain applications (If you use the common application be sure to print all additional forms and supplements)
- Complete your activity profile/ resume and give it to your counselor and chosen teachers requesting your recommendation with ample time to get your college recommendation returned to you prior to the deadline. Remember to give your teachers a stamped envelope(s) addressed to the college(s) you wish to apply to. You do **not** have to provide an envelope(s) for your counselor.
- You may schedule an appointment with your counselor to review your college applications. Your English teacher could help you with your essay if necessary. Some helpful tips:

CEEB# 221720

Palmer High School

4105 Main St

Palmer, MA 01069

(Phone) 413-283-2625

(Fax) 413-283-3476

- Please review your college/program application, all forms and essays.
- You must be aware of all admission deadlines and financial aid deadline and mail all of your material directly to the college prior to the deadline. Colleges and Universities must receive your material prior to the stated deadlines.
- All students must complete the FASFA form to receive financial aid; many schools required an additional CSS Profile Form or their own financial aid form.
- If you are an athlete and plan on playing a sport in college you must register with the NCAA Clearinghouse. www.ncaaclearinghouse.net and return a copy to the guidance secretary.
- You must fill out the Palmer High School Transcript / Counselor Recommendation request form minimum of (15) PHS school days prior to your school's deadline. All requests must be made in writing and signed.
- When preparing your application for college/program admission use the check list provided on most applications to make sure you have not forgotten any important sections. It is also wise to keep a copy of your application.
- Important websites--- www.palmerschools.org, www.commonapp.org , www.collegeboard.com , and www.mefacounselor.com .