



Spring Branch ISD 2017-2018 College Application Season Documents & Timelines

Dear Parents & Students:

As your child approaches the close of the junior year, we know preparing for the post-secondary application process may have already begun. Whether your child is applying to a technical program, 2-year or 4-year college or university, the process involves many moving parts. In an effort to support each student and family in the college application process, we have updated our district-wide timelines and procedures for the Class of 2018. Though a vast majority of institutions will open Fall 2018 applications on August 1, colleges and universities typically will not begin reviewing applications until mid-September or later. We have included a few resources to help parents and students prepare for the application process.

Unofficial Transcripts

Students can print unofficial transcripts through Skyward Family Access. Many colleges and universities will accept unofficial transcripts for purposes of applying for admission; however, please carefully read each institution's policies regarding transcript submission.

Official Transcripts

All official transcript request forms must be submitted directly to the Registrar's Office. Transcript requests cannot be accepted or processed between July 3rd-14th.

Transcript requests processed between **July 17th-31st** will display a junior classification, and will not include summer school course work or class rank. During this week, Skyward is unavailable as the system is rolled over for the new school year.

Transcript requests processed beginning **August 1st** will display a senior designation and will include rank if a student has submitted a Class Rank Form and made the request to have rank displayed. Transcripts will be sent via the method utilized by the college or university (Naviance eDocs or other electronic method as soon as this method is available for the 2017-2018 application season) unless the student specifically requests to receive a paper copy in a sealed envelope.

Special Requests: Texas A&M University

Because Texas A&M has established a July 1 open date for applications, Students applying for admission to Texas A&M University, who wish to make application during July, may request an official transcript on or before June 15th. These transcripts will be official, issued to the student in a sealed envelope, and will be available for pick-up on campus beginning July 3rd. Upon receipt, students can mail the transcript or upload it once completing an application for admission and receiving log-in instructions for the **TAMU Application Information System (AIS)**. Texas A&M recommends using AIS over mailing to bypass the processing delay associated with sending mail to the university. Please keep in mind, because the application for admission will not open until July 1, and a student will not receive AIS portal login credentials until 5-7 days after an application has been submitted, having access to the official transcript on July 3rd will provide the student adequate time to upload and submit their transcript for admission.

Class Rank Forms

High school registrars send Class Rank Forms with Class Rank Letters in July. Students may submit signed forms beginning July 17th; however, students are encouraged to meet with their Counselor or Post-Secondary Counselor prior to making a decision about reporting or not reporting class rank on the transcript. Once submitted, Class Rank decisions are considered final. Signed Class Rank Forms are due no later than **October 13, 2017**. Transcripts may be requested prior to submitting the signed Class Rank Form; however, transcripts requested prior to submitting the class rank form will not show class rank unless the student is in the top 10% of their graduating class (per Texas and SBISD policy).

Letters of Recommendation & Supplemental Forms

Counselors begin writing letters of recommendation and completing supplemental documentation for seniors after **August 1st**. Students are encouraged to meet with their counselor to discuss requested letters, supplemental documentation, and submission deadlines.



Spring Branch ISD
2017-2018 College Application Season
Documents & Timelines

Registrar Office Hours

Normal Registrar Office Hours	7:30 am - 3:45 pm
July 3- July 14	Registrar Offices closed
Summer Hours	8:00 am - 4:00 pm, Monday through Thursday

Updated Senior class schedules and official school profiles will not be available until after September 1st.

Skyward will update student classifications by **August 1st**. At this time, student accounts will also be updated in Naviance allowing a student to begin senior level activities in their Naviance account.

Naviance is scheduled to open its systems (including features such as letters of recommendation, linking Naviance with Common Application accounts, and electronic document submission) on **August 1st** for the 2017-2018 application season. Prior to this date students will not be able to request letters of recommendation or submit eDocs.

Helpful Checklists: Students click [here](https://goo.gl/CwNBgQ) (<https://goo.gl/CwNBgQ>) | Parents click [here](https://goo.gl/fPDdmN) (<https://goo.gl/fPDdmN>)

2017-2018 Essay Prompts: [Common Application](https://goo.gl/fVtLZt) (<https://goo.gl/fVtLZt>) | [Apply Texas](https://goo.gl/kKfFM) (<https://goo.gl/kKfFM>)

Additional Application Methods: [Coalition Application](https://goo.gl/9457a5) (<https://goo.gl/9457a5>)

Find Your Fit: [Big Future](https://bigfuture.collegeboard.org/) (<https://bigfuture.collegeboard.org/>) | [CollegeMeasures](http://launchmycareertx.org/) (<http://launchmycareertx.org/>) | [College Scorecard](https://collegescorecard.ed.gov/) (<https://collegescorecard.ed.gov/>)

Make an FSAID for the FAFSA Process: [Get an FSA ID](https://goo.gl/C0GB5Q) (<https://goo.gl/C0GB5Q>)

Learn more about the TASFA (Texas Application for State Financial Aid) [here](https://goo.gl/R4DkPI) (<https://goo.gl/R4DkPI>)

Sincerely,
Lance Stallworth
Executive Director for Student Support Services
Spring Branch ISD