

# *Counseling Office Secretary Check Off Sheet*

**The sooner your folder is complete, the sooner you can schedule an appointment**

Please note that Counselors will only make your appointment when all boxes are completed

**Early Action/Decision Applications with November DUE dates must be submitted by Monday, Sept. 26th;**

**Regular Decision Application packets due Monday, Oct. 10<sup>th</sup>**

- Cover Letter for counselor, including all deadlines and envelopes for non-electronic submissions schools*
  
- Personal Essay - Optional*  
**Does not have to be perfect final draft.** If possible, include personal essay. If essay not completed please remind student to drop it off when completed.
  
- SAT / ACT Results - Optional*  
Photocopies of your SAT / ACT score reports
  
- Albany High School Student Profile (Most important section)*
  
- Student Brag Sheet*
  
- Parent Brag Sheet* – If NOT included – ask student for reason. Emphasize to student that the parent comments are very helpful to counselors in writing the letter of recommendation. NOTE: some ESL parents cannot write in English – so use your judgment. For some students please accept the packet without PARENT COMMENTS.