

INFORMATION FOR ALL SENIORS

ALL STUDENTS:

As you know, Regina is transitioning to the new process of sending your transcripts to colleges electronically, as mandated by the State of Michigan. **This is what you need to know:**

- Transcripts will be sent after Sept. 15.
- Regina is using Parchment by Docufide to send transcripts electronically.
- Students must register with www.parchment.com and establish an account. See below for more instructions.
- Regarding ACT scores: If you are applying to U of M or MSU, you must send your scores directly from the ACT company (if you did not do so already via your ACT test) . Regina's transcripts include ACT scores used by most colleges. We are asking for \$1.00 per transcript to defray the cost. Mrs. Dombruski will bill each family around the end of the semester.
- Give teachers at least 2-3 weeks to write letters of recommendation, when needed. Notify Mrs. Berschback if you have made arrangements with a teacher for a letter.

Go to Parchment and set up an account www.parchment.com and use the accompanying directions below for "requesting transcripts through Parchment". A letter has been sent to your home with your registration code but that code is not necessary to create an account. Other general information you might need:

- Your social security number and your email address
- Our CEEB /ACT/SAT code is : 231-873
- Regina's fax number is (586) 585-0507. Mrs. Berschback: 585-0500 ext. 227
- Note: Towards the end of your registration, you will see a box that permits you to view and manage your transcript. **Do not click this box**, as we are not allowing students or parents to manage transcripts.

COMMON APPLICATION SCHOOLS (CA) :

Initially, you are required to create an account at www.commonapp.org. **To do so, follow the accompanying directions below for "creating a Common Application account"**. Record your Common App ID. It is important to maintain this information for later. Only **ONE** application is needed for any and all schools on the CA.

- Check to see if your college is a member on the website or on our Guidance board. There will be an application fee for each college, as well as some nominal transcript delivery fees. Pay by credit card. Once you have paid, it's important that you print off a receipt from the confirmation screen for your records.
- Fill out the CA completely, including supplements from individual schools. Know your class rank, (Mrs. B can give your standing at the end of junior year) GPA, and Class Size (117 at the end of junior year, 114 now). Your grades are **weighted**. (due to honors courses)
- Answer: "Yes, I do waive my right to access...."
- For teacher evaluation and counselor/school reports: be prepared with our email addresses to "invite" us to recommend you. Mine is mberschback@reginahs.com. Teachers follow that same pattern, first initial, last name.
- Log into your Docufide account and click on the Common App tab. Enter your Common App ID number. Verify that the info is correct, your name and Mrs. Berschback's name. Click the save and continue button.

ALL OTHER COLLEGES: All other schools are applied to at their own websites and most have their own application fees. Pay by credit card. Order the transcript to be sent by Parchment.

A. REQUESTING TRANSCRIPTS THROUGH PARCHMENT – NON-COMMON APPLICATION SCHOOLS

1. Visit www.parchment.com.
2. Click “Sign up” in the upper right corner.
3. Enter your email address and create a password.
4. Fill out the requested information.
5. Create a username. Make sure you write down your username and password to use for future log-ins.
6. Click “Continue.”
7. Click the “My Transcripts” tab.
8. Click the “Request” tab.
9. Search for Regina High School, click to select, then click “Save and continue.”
10. Your student ID and the last 4 digits of your Social Security Number are optional.
11. Important! Click “I do waive my right to access Secondary School Report and Recommendations.” Your applications may be delayed if you do not click this box!
12. Enter your Parchment registration code, which you received in a letter at home. (Or you can ask Mrs. Berschback if you lost it.) You may also enter a digital signature if you do not have your code or if your code is not working.
13. Important! **UNCLICK** “I authorize transcript to be stored in Parchment account.”
14. Click the “Deliver” tab.
15. Your choices are “Academic Destinations,” “NCAA,” and “The Common Application.” To send to a non-Common Application school, select “Academic Destinations.”
16. Search for your first college. Click to select.
17. Click “Save and add another” to send transcripts to more non-Common Application colleges. Click “Save and continue” when you have selected all the colleges to which you wish to send transcripts.

If you are also applying to any Common Application colleges, click “Add additional destinations,” then click “The Common Application” tab and continue using the directions below. (Start at #4.)

B. REQUESTING TRANSCRIPTS THROUGH PARCHMENT – COMMON APPLICATION SCHOOLS

1. MAKE SURE YOU COMPLETED AT LEAST THE COUNSELOR INFORMATION SECTION AND RECOMMENDATION REQUEST FROM MRS. BERSCHBACK ON THE COMMON APPLICATION!
2. Follow steps 1-14 from section B above.
3. Select “The Common Application” tab.
4. Enter your Common Application ID that you were issued when you created your Common Application account.
5. If you see an error message about not receiving counselor approval or confirmation, first make sure you completed and submitted the counselor information section of the Common Application and submitted a request for recommendation to Mrs. Berschback. It may take a couple of days for this to get submitted and approved. If you have completed the page and waited a couple of days but you still see an error message, see Mrs. Berschback.
6. When sending your transcript to the Common Application, there is a \$2.55 fee. Have a credit card ready to pay this fee.

CREATING A COMMON APPLICATION ACCOUNT

If you are applying to any schools that use the Common Application, you MUST complete this step before attempting to request transcripts from Parchment.

1. Visit www.commonapp.org.
2. Click on "Never registered? Go here" below the log-in box at the bottom center of the page.
3. Fill out the information – you are a first-year student.
4. Create a username and password when prompted – WRITE THEM DOWN!
5. When you save this information, you will be assigned a Common Application ID, which will appear in the upper left corner of the page. Write this number down as you will need it to request transcripts through Parchment.
6. Search for colleges and complete "Future Plans" section for EACH selected college. As you fill those out, click "Save and check for errors" with each, then "Save and next" for your final college selection. (Use "Save and check for errors" and "Save and next" at the end of each section as you complete them.)
7. Applicant section: Information auto-fills into most fields. Your Social Security Number is necessary if you intend to apply for financial aid.
8. Demographics section: Note that religion and ethnicity questions are optional.
9. Family section: If your parents or siblings have degrees higher than high school, you need to know where they graduated from, what degree(s) they earned, and what year they graduated.
10. Education section: Look up Regina High School using the school name and school ID (231873). Enter counselor information: Name = Ms. Mary Berschback, title = Counselor, email address = mberschback@reginahs.com, phone = 586-585-0500 227. Fax is not required, so leave that blank.
11. Academics section: See Mrs. Berschback to get your class rank and GPA. (Class size was 117 at the end of Junior year, 114 now.) Your grades ARE weighted as we use a .5 system for honors courses. Have a copy of your ACT, SAT, AP and other tests available as you fill out this section. You will be asked for your highest subscore on each part of the ACT and SAT, even if they come from different tests. Enter your current courses and any honors you have earned.
12. Activities: Enter the activities in which you participated during high school.
13. Writing: There is a short answer question which should be typed directly into the form, and a space to upload a longer essay.
14. School Forms: Click to authorize release of records, click to waive right to access recommendations (NOTE: If you do not waive your right, your application may be delayed). Click to invite school officials. You MUST submit an invitation to Mrs. Berschback. Other than that, you can submit to as many or few other teachers or school personnel as you want/need (check each individual school's requirements and make sure you ask people before inviting them to write a recommendation for you.) Regina faculty email addresses follow the first letter of the first name, last name format (see Mrs. Berschback's email address in step 10).
15. Supplements: Each college will likely ask for additional essays or information. Complete the "Supplements" section for each school you apply to.
16. Payments: Some schools require an application fee. Check this tab to see if you are responsible for any fees, and have a credit card ready to pay them.
17. Signature: When all items are completed, you can send to each school individually or all schools at once by selecting them from the list.