

## 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](http://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.

**To have a transcript sent to any college, you must create an account and follow directions at [www.parchment.com](http://www.parchment.com).** A letter will be 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](http://www.commonapp.org) and 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](mailto: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.