

## **DARLINGTON SCHOOL IMPORTANT REMINDERS FOR SENIORS AND PARENTS**

1. All seniors and their parents should complete their “Assignments” in Darlington’s online *Naviance* program.
2. Seniors should **obtain** and **complete** all applications in a timely manner - as soon as possible - and **well in advance of stated deadlines**.
3. Completed applications should be **turned in to Darlington's College Guidance Office** with all necessary forms, checks for fees, photographs, proper signatures, etc. as required by the colleges - **at least one month before you want them sent and no later than one month before the college's stated deadline**. If you choose to **apply on-line, print a confirmation page** at the end of transmission (usually has a reference number) or see Mrs. Crawford to fill in Darlington’s required form. **In order to generate Darlington’s paperwork for your application**, whether a paper application or an on-line application, you **must** fill in Darlington’s application information form and **sign the transcript release form before** Darlington will process your application or any paperwork related to it. **This must be done by Darlington’s deadline** – 30 work days before the college’s deadline!
4. **We will mail the application or the on-line confirmation**, along with a transcript, Darlington profile, return card, and any recommendations or other documents required by the colleges.
5. Darlington will process up to **six** applications **without charge**. Two **additional** applications will also be processed without charge, but only after applications for all other students have been processed. A **\$50.00 fee** will be charged for each additional application over eight, and those, too, will be processed **after** those of other students.
6. If any individual **teacher recommendations** are needed, the student should give the **original** forms to Mrs. Crawford. The student should take **copies** of the proper forms to the appropriate teachers well in advance of any stated deadline and ask them to return the forms to the College Guidance Office for typing and mailing. When asking a teacher to write a recommendation, give the teacher sufficient **advance notice**. **Don’t wait until the last minute** when teachers are rushed and don’t have time to do their best job for you!
7. It is the **student's responsibility** to notify the College Guidance Office if he wishes additional information, such as new grades and/or updated transcript, sent to a particular college as the year goes along.
8. It is the **student’s responsibility** to have **official score reports of SAT and ACT scores sent to the colleges** by listing the **college code numbers** on their SAT and ACT registration forms. If left off the form and done at a later date, the testing agency charges the students a fee and could take three to five weeks to send the reports. The Darlington transcript does **not** include test scores.

9. **College trips** should also be planned well in advance, following the procedures outlined in Darlington's *Curriculum Handbook*, *The Tiger Way*, and *College Admission Guide Book*, all of which can be accessed on the School's web site. **Parents** are encouraged to participate in this process and in the trips whenever possible.
10. Seniors are also encouraged to take full advantage of the many visits to Darlington by **college representatives** during the fall, obtaining advance **permission** from teachers when it is necessary to miss class in order to meet with an admissions officer.
11. **Dates and deadlines** for registering for all **standardized tests** are listed on the calendar on Darlington's website. In addition, seniors and parents have been given a listing of those dates for the year.
12. **HOPE Grant:** In order to apply for the Georgia HOPE Grant, **parents and students** must submit the HOPE Scholarship and Grant application. Students and parents may apply for HOPE by completing an on-line application at [www.gsfc.org/ehope](http://www.gsfc.org/ehope). You can also visit their website at [www.edgov/offices/ope/students](http://www.edgov/offices/ope/students).
13. As a member of the National Association for College Admission Counseling, Darlington expects its students to honor and adhere to NACAC's *Statement of Student Rights and Responsibilities* and *Statement of Principles of Good Practice*, especially with regard to Early Decision Agreements and the Candidates' Reply Date. All seniors have been given a copy of this document.
14. **Scholarships:** The best sources of scholarship information for students and parents are the colleges to which the student is applying. Parents and students should **investigate thoroughly** what scholarships are available at each institution to which the student applies, follow the college's **scholarship application procedures**, and meet the college's **scholarship deadlines**.
15. **Athletic Scholarships and NCAA Eligibility:** In addition to working with the college coaches, Darlington's coaches, and the college guidance office, students seeking athletic scholarships must also receive NCAA Eligibility through the **NCAA Eligibility Center**. To register, prospective student-athletes should access the registration materials on the Clearinghouse website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).
16. **College Conferences:** Parents who wish to discuss their children's college plans and options should **contact the student's individual college advisor directly** to set up an appointment for a college conference. Parents who wish to meet with **Mr. Moss** should contact Mrs. Crawford at 706-236-0438 to set up a college conference. Parents who wish to meet with **Mrs. Brewer** should contact her at 706-802-4391 to set up a college conference.

Revised 8/5/09