



Policy and Procedure for Requesting Transcripts, Summer Program and Scholarship Applications

- The Office of College Counseling at Chandler Preparatory Academy requires a **2 week minimum** for processing materials and transcripts related to summer programs and scholarships.
- When applying to a summer program or scholarship all materials that you are responsible for need to be given to your College Counselor **AT LEAST** two weeks before the deadline. There are several reasons for this.
 - College Counselors travel to colleges across the country and attend professional development workshops throughout the school year. If you wait until the last minute, there is a chance that your Counselor is traveling out of state and not at school.
 - In addition to your transcript, there are often supplemental materials that are required on our end, including writing recommendations or short answers, which are time consuming. A two week minimum ensures well-written and thoughtful recommendations, just as we would expect in the quality and work you put into these applications.
 - We track the application packet. We mail, with every summer program and scholarship application, a “return receipt confirmation card” that each organization dates, initials, and mails back to us ensuring delivery and acknowledgment of their receipt.

It is important that all of you understand the importance of honoring this policy, as it will hold the same next year with all of your college applications.

Thank you.

Ms. Wilhelmy and Ms. Schmitt