

10 Things Effective Counselors Do

to Prepare for the College Application Process

1 BE FAMILIAR with application process (forms, related materials, and other requirements) of the colleges that are popular with your students.

2 DEVELOP calendars and procedures to keep your students on task during the application process.

3 CREATE a school profile that effectively describes your school to admission personnel.

4 LEARN application procedures for students who hope to play National Collegiate Athletic Association (NCAA) sports.

5 UNDERSTAND the difference between counselor and teacher recommendation.

6 ASSIST teachers in writing meaningful recommendations.

7 DEVELOP a way of obtaining information from your students—through questionnaires, one-on-one meetings, or other techniques—so that you can write a complete, honest assessment.

8 ESTABLISH procedures to ensure that students provide the information in time for you to meet college deadlines for submission.

9 BE FAMILIAR with state and FERPA regulations related to recommendations.

10 UTILIZE and solicit helpful resources and tips from colleagues to support your efforts.

NOTE: The information on this page was shared by practicing school counselors and is included in the *College Counseling Sourcebook* 7th ed. The numerical ranking of this list does not reflect the order of importance or the order in which these activities are performed.

For more resources, visit collegeboard.org/fouormore.

To contact us, please email CounselorFourOrMore@collegeboard.org.