

SEE IMPORTANT INFORMATION ON BACK
STEPS FOR COMPLETING COLLEGE AND SCHOLARSHIP APPLICATIONS

STEP 1: COMPLETE YOUR “PURPLE PACKET”

- This form was given to you in your English 4 classes at the beginning of the year. If you completed it and turned it in, your teacher submitted it to the counselors’ office to be filed.
- The Purple Packet is also available online on the MRHS website. Go to www.katyisd.org/mrhs; choose the “Counselors” tab; choose “Counselors” again. Click on “Purple Packet for College Recommendations”
- Type or neatly print your information, have your parent/guardian complete the Parent section, save it to your computer, print it, sign it, and turn it in to the main counselors’ office.

STEP 2: KNOW ALL OF YOUR DEADLINES

- Allow at least 14 working days—excluding weekends and holidays—for your application to be processed. Be sure to account for postal delivery time. Plan ahead and make your requests as early as possible.

STEP 3: BE PREPARED!

- Have **all** of your part of the application completed **before** you turn it in to the counselors’ office. We will not hold your application while you are still working on part of it.
- Be sure that you have signed a statement, waiving your right to see comments by your recommenders.
- We **will not** return the application to you for mailing. Once we have completed any portion(s) of an application, we will mail it directly to the school or organization.

STEP 4: CAREFULLY READ ALL DIRECTIONS

- If an application states that a transcript is to be sent with the application, you must submit a transcript, even if one has already been sent to the school or organization.
- All transcripts must be requested through the registrar’s office. Each transcript costs \$1.
- If the application does not ask for a letter of recommendation, do not ask for one to be written.

STEP 5: GET A GREEN COUNSELOR’S CHECKLIST FROM THE COUNSELOR’S OFFICE

- When you have completed all of your part of the application and are ready to turn it in, pick up a “Counselor’s Checklist” form from the counselors’ office
- Fill out the “Counselor’s Checklist” completely and legibly.
- Note the **actual** deadline date set by the college or scholarship, not when you **want** them to receive it.

STEP 6: BE METICULOUS AS YOU TURN IN YOUR APPLICATION

- Attach at least two (2) first class postage stamps, more depending on the total weight of the package. In most cases we will be adding two to four pages to your application. If you have inadequate postage, your application will be returned, resulting in a missed deadline
- Turn in your application to Mrs. Baggaley or Mrs. Cox in the main counselors’ office

STEP 8: BE CONSIDERATE

- Thank all people who write letters of recommendation or complete evaluations on your applications. These people are not obligated to do this; they are doing you a favor.