

Plano Senior High School College Application Procedures

CEEB School Code 445565
2200 Independence Parkway, Plano TX 75075 (469) 752-9300

Each college sets its own timeline for admission, housing, scholarships and financial aid. The student is responsible for identifying, planning for and meeting each deadline. Colleges prefer that all documents be submitted well in advance of the deadlines.

LOGGING INTO SCHOOLINKS

- <http://webdesk.pisd.edu/>
- Use your PISD network login and password
- Find the SchoolLinks Icon on your Web Desk



TRANSCRIPT REQUESTS

- ☐ Log in to SchoolLinks and from the dashboard, select “Colleges” and then “College Applications.”
- ☐ Complete the set-up information with your home address, personal email and FERPA Waivers
- ☐ To add an application, select “+ Add Application”
- ☐ Follow the prompts to add your schools. It will automatically request a transcript when you add a school
 - You will need to be specific when searching for a school by name, such as ‘Collin County Community College.’
 - Make sure to specify how you’re applying (Direct to Institution, ApplyTexas, CommonApp, etc.)
 - Select the deadline you’re applying for- you can edit this later if needed.
 - All students are encouraged to complete financial aid applications and the FAFSA
 - We DO NOT include SAT or ACT scores on your transcripts, those must be sent separately by you if required.
- ☐ Our counselors and registrars process new requests regularly. ***Please allow 3 weeks overall processing time for the transcript to be received by your college or university.***

SUBMITTING APPLICATIONS

Apply Texas- Texas Colleges and Universities (including Collin College)

- ☐ Go to Apply Texas <https://applytexas.org> . Complete and submit applications, pay all applicable fees.
- ☐ Most Texas public universities do not require teacher letters of recommendation. If you choose to have letters sent, please notify your recommenders at least three weeks prior to the date you need the letter submitted and provide them with the necessary information for submission.
- ☐ If your college requires a counselor recommendation, you will need to complete the Counselor Recommendation Form: <https://tinyurl.com/pshscounselorletter>.
- ☐ Send SAT or ACT scores via College Board or ACT
- ☐ Fulfill TSI requirements if needed. See your selected college or university’s website for details.
- ☐ Send a Final Transcript at the end of the school year.

The Common Application- Private or Out of State Universities

- ☐ Go to The Common Application <http://www.commonapp.org/>. Complete and submit applications, pay all applicable fees.
- ☐ In SchoolLinks, Select “Colleges” and then “College Applications.” Find the Common App Login on the left side of the screen. Log in using your Common App information to connect SchoolLinks to Common App
- ☐ Complete the FERPA waiver in the Common Application. This step must be completed before we can submit transcripts or recommendations.
- ☐ ***Request a Counselor Report and/or Recommendation letter from your counselor by submitting a Counselor Recommendation Form at least 3 weeks prior to the time you want it submitted:***
 - o <https://tinyurl.com/pshscounselorletter>
- ☐ If teacher letters or reports are required, please ask the teacher in person prior to submitting a SchoolLinks request. Then, in SchoolLinks, select the college in the “College Applications” section. From there you can follow the prompts to send that teacher an official request.
- ☐ Send SAT or ACT scores via College Board or ACT.
- ☐ Request a Mid-Year Transcript and/or Report from counselor (if required by the college) in January.
- ☐ Send a Final Transcript at the end of the school year.

Colleges Specific Applications

- ☐ If the option is provided, electronic submission of documentation is always best.
- ☐ If the application materials must be mailed or sent via fax, go to the college’s website and print all forms to bring to your counselor along with an addressed and stamped envelope and/or fax numbers.
- ☐ Pay close attention to deadlines, mail submissions will take time!
- ☐ If your college requires a counselor recommendation, you will need to complete the Counselor Recommendation Form: <https://tinyurl.com/pshscounselorletter>

TEST SCORES

- ☐ ***All test scores (SAT and ACT) must be sent to the college(s) by the student*** through either www.collegeboard.org or www.actstudent.org. SAT and ACT test scores are not included on a student transcript. Please allow at least two weeks for score delivery.
- ☐ Schools such as Collin College may require that you take the TSI assessment. Visit the Counseling Office for our TSI testing schedule

FINANCIAL AID & SCHOLARSHIPS

- ☐ All students must complete the FAFSA application at <https://studentaid.gov/fafsa> for both merit and need-based financial aid (loans, grants, and scholarships). This application can be submitted starting in December.
- ☐ Students should also check the colleges’ websites for school specific financial aid and scholarships.
- ☐ There is information on scholarships (national and local) on SchoolLinks, on our website and in the Counseling Office.

Additional resources can be found on our website: <https://www.pisd.edu/pshs/counseling>

(Updated 8/25/2023)