

**TO: Seniors**  
**FR: Page**  
**RE: Transcripts**

**September 16, 2008**

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I'll be preparing transcripts throughout the next several weeks, and there are a few things you should be aware of. First, Early Decision applicants will be the first priority for transcripts and they should come see me ASAP to set up a time to work on the transcript with me (during lunch or a study, preferably). Meanwhile, **everyone** can be working on the activities information. Also, if you are aiming for Honors in any of your subjects, you should communicate with those teachers now and let me know.

### **Transcript Checklist**

**This list is not comprehensive. Please add any items you feel belong in your transcript. Include your grade (10<sup>th</sup>, 11<sup>th</sup>, etc.) for each one.**

#### **Courses (when you have a draft of the transcript):**

1. Check courses and Credit status for all years.
2. Check course titles for this year (and if at Honors level).
3. Check music lessons, ensembles, etc.—are all of them there?
4. Are all non-music electives listed?
5. Are sports correct and complete? Should have \* if Varsity letter earned.
6. Are SAT scores all there and correct?

#### **Honors & Awards:**

1. Any at Graduation?
2. Overall Music in any year? Sectional leader in chorus?
3. Captain/co-captain of any sports teams? College Bowl team captain?
4. National Merit winner?
5. Globe Art Awards?
6. Member of any student/faculty select committees?
7. Prizes in Grand Concours?
8. Prizes in Concours de Poésie?
9. Eagle Scout or similar?
10. Student government?

#### **Activities:**

1. Music: Soirees, Concerts, ensembles, Jr. & Sr. District orchestra or chorus, Coffee Houses, EndTerm, etc. Include music activities and performances outside Waring as well.
2. Theater: Name of play and if you had a lead, say so. Include theater tech as well (sets, lighting). If you directed, say so. List outside theater as well.
3. Writing: Published in and/or on staff of LTR, published elsewhere, NS Young Writers' Conference, Breadloaf, etc.
4. Art: published in LTR, exhibited anywhere, taught or studied outside
5. Community Service (in and out of Waring, through elective or Endterms, or on own). Include Admissions Tours.
6. Teaching Assistant, College Bowl, Yearbook, Student Government
7. New England Math League
8. Summer classes, seminars, other extended education
9. A personal passion that you have pursued, i.e., photography, computers, fashion design, gymnastics, balloon travel

