



**West Essex Regional School District**  
**Guidance Department**  
**College Application Organizational Chart**

College	Deadline	Requires Essay?	Application Supplement	Common App. Supplement	Payment Submitted	Recommendation Requested*	Payment Submitted	Transcript Requested**	ACT/SAT Sent	Follow-Up

**Important reminders:**

- \* Provide teachers with appropriate forms and addressed, stamped envelopes
- \*\* Provide guidance counselor with secondary school report form, if required