

**PENN-TRAFFORD HIGH SCHOOL  
GUIDANCE DEPARTMENT**

**APPLICATION PROCEDURES**

**College/Vocational School/Scholarship Applications must be submitted to the Guidance Office two weeks (ten school days) prior to their POSTMARK Deadline.**

**PREPARATION**

- Be sure that you have completely filled out your "RELEASE OF RECORDS FORM". This form gives permission for the school to "release" the transcript. Forms are available in the Guidance Office. This only has to be done once, not with each application, and will be kept in your file. A copy of your transcript (your high school academic records) is a necessary part of the application packet.
- If a teacher recommendation is required, please give the teacher at least 2 weeks to complete the task. Be sure to provide your own resume to the teacher. Request recommendation letters from teachers who know you well. Request only the amount of letters required by the college. *Many colleges do not require letters of recommendations.*
- Completed letters of recommendation will be given directly to the Guidance Office staff by the teacher. It is your responsibility to follow up with the teacher to be sure the requested letter has been completed and submitted.

**APPLYING**

- A "TRANSCRIPT REQUEST FORM" **must be completed for every college** where you apply, even if/when you apply on line.
- If submitting a paper application be sure it is completely filled out and signed by you (and a parent if required). Staple your check (application fee) to the application. Attach the application to the TRANSCRIPT REQUEST FORM.
- Students must provide a properly addressed business size envelope for each application/transcript to be mailed. If your application is too bulky, (more than 5 sheets, including your transcript), you are asked to provide a 9"x12" manila envelope.
- "Official transcripts" are not to be given to students, representatives or parents; transcripts are mailed directly from the Guidance Office to the designated school or agency.
- It is your responsibility to inform the Guidance Office if your school requires a mid-term grade report and/or a final transcript. If a form is provided, please be sure to give it to the Guidance secretary along with a properly addressed envelope. Be sure to complete your portion of the mid-term/final grade report.

**INFORMATION YOU MAY NEED TO COMPLETE APPLICATIONS**

School address and telephone number is:

Penn-Trafford High School  
3381 Route 130  
Harrison City, PA 15636

(724) 744-4425  
CEEB Code # 391670

Counselors:

A - G Mrs. Christine Zona ([zonac@penntrafford.org](mailto:zonac@penntrafford.org))  
H - N Mr. David Martin ([martind@penntrafford.org](mailto:martind@penntrafford.org))  
O - Z Mrs. Cynthia Olszewski ([olszewskic@penntrafford.org](mailto:olszewskic@penntrafford.org))

Mrs. Pamela Albert - Guidance Secretary

