



# Senior Information Sheet

LHS • 1001 N. Leavitt Rd. • Leavittsburg • OH • 44430

School Counselor: Linda M. Nogales

Phone: 330-898-0800 ext. 544

E-mail: linda.nogales@labrae.school

Website: labrae.school

Secretary: Tracy Cunningham

Phone: 330-898-0800 ext. 4916

E-mail: tracy.cunningham@labrae.school

## **IMPORTANT INFORMATION:**

**ACT Website:** www.act.org

**LaBrae's CEEB code:** 362-905

**Pink Slips:** When the counselors' are not available, students may fill out a "pink slip" and place it in the mailbox outside of the Counselor's door. Your counselor will respond ASAP.

## **REQUESTING A TRANSCRIPT OR COLLEGE APPLICATION:**

For College Applications: Students must complete a college application form for **each** application and submit it to Miss Nogales.

For Scholarships or Personal Use: Students must fill in their requests on the Transcript Request Log in the school counselors' office. Students will be called to the Counselors' Office to pick up their transcript. Transcripts may take up to one week to process!

College Application Request Form: Available on-line or in the Counselors' Office

Letter of Recommendation Request Form: Available on-line or in the Counselors' Office

Fee Waiver Forms: Available on-line or in the Counselors Office

## **IMPORTANT COMMON APPLICATION INFORMATION:**

The Common Application, which is also more informally referred to as the Common App is an advanced college application that is used to help prospective college students apply to multiple institutions at once.

For the common application **ONLY:** Students have to use the e-mail address formula below when requesting to invite a school counselor and/or teacher.

Common App e-mails: `firstname.lastname@k12.oh.us`

EXAMPLE: linda.nogales@k12.oh.us

## **SCHOLARSHIPS:**

Students must complete a Scholarship Application form for each scholarship and submit to Miss Nogales.