

HCS COLLEGE APPLICATION – Step 2 of 3

Completing the College Application 2024-2025

1. Create a log-in to the application platform you will be using. Common App, SUNY App, Coalition App, Direct to Institution.
2. Commonly Required Information About Hamilton:
 - **CEEB/School Code:** 332240
 - **Address:** Hamilton Central School 47 West Kendrick Avenue Hamilton, NY 13346
 - **Graduation Date:** June 27, 2025
 - **Class size:** 44
 - **My Counselor’s Information:** Mrs. Victoria R. Pustay
 - **Title is:** School Counselor
 - **Email:** vpustay@hamiltoncentral.org
 - See your counselor for your **GPA** if you are unsure. GPA scale is 100. **GPA is Unweighted.**
 - **Phone:** 315-824-6327
 - **We do not Rank.**
 - **We are divided by semesters.**
 - Be sure to **include PE, and Economics** in the list of classes taken senior year
3. Complete the remainder of your application
4. FERPA release You will be asked to complete a series of prompts, click the check-box and continue, and then you will come to a privacy notice

To waive or not waive?? Under the terms of the Family Educational Rights and Privacy Act (FERPA),

You can review letters of recommendation and accompanying forms after you enroll at a postsecondary institution and only if that institution saves the documents post-enrollment. Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard letters submitted on your behalf. Remember, even if you retain your right of access, you still won't be able to view any recommendations until after you have been admitted to and enrolled in a college. In other words, FERPA does not give you the right to inspect recommendations before they are sent to your colleges

5. Type your name where it says signature

REQUEST FOR APPLICATION PROCESSING “GREEN” SHEET

Once you have completed your application and are ready for the Counseling Office to submit your supporting materials (Transcript, Letters of Recommendation etc.) move to step 3 in the HCS College Application process – **fill out and hand in a Request for Application Processing Form (Green Sheet) to the Counseling Center 1 week before your college’s deadline.** We will submit our materials once the Application Processing Sheet is received.