

## **High School Senior Guide: Preparing for College Admissions & Graduation**

*A step-by-step roadmap for parents managing the college application phase.*

### **Overview of the Process**

As a member family of Appalachia Christian Academy (ACA), your student receives a fully certified, professional graduation and application packet once their high school coursework is complete.

Under our **Direct Delivery Track**, Director LaJeanna Young generates your student's official academic documents and emails them directly to you as a single, secured PDF. Once you receive this file, you hold the administrative keys to submit it directly to the colleges of your choice.

### *Phase 1: Completing Your Academic Data (Before Applying)*

Before your official packet can be built, you must ensure all grade tracking is verified and submitted to the academy office.

- **For Gold Plan Families:** Log into your **BJU Press Homeschool Hub** account. Verify that all online quizzes, tests, lab reports, and daily assignments are completely updated. The Director will pull your final year-end percentages directly from the Hub gradebook.
- **For Silver Plan Families:** You are responsible for verifying your parent-led core courses. Submit a clear, written summary of your student's final numeric or letter grades for their core subjects

(Math, English, Science, History, Bible) directly to Director LaJeanna Young.

- **For Transfer Students:** If your student joined ACA during high school, you must provide a copy of their official, original transcript from their previous public high school, private high school, or independent homeschool program.

## *Phase 2: Understanding Your ACA Admissions Packet*

Once your grade data is processed, the academy office will email you a single file titled [Student\_Name]\_ACA\_Admissions\_Packet.pdf. Save this file securely onto your home computer.

This single file contains the total official academic record required by college admissions teams:

- 1. The Official School Profile:** Explains ACA's mission, unweighted 4.0 grading scale, and graduation parameters so college admissions officers understand your student's academic background.
- 2. The Official Master Transcript:** A clean, 4-year transcript displaying all final courses, credits earned, and their cumulative unweighted GPA. It features official signatures and necessary legal footnotes.
- 3. The Tailored Course Descriptions Catalog:** A 2-to-4-page document outlining the academic depth, curriculum used, and grading methods *only* for the classes your student took.
- 4. The Director Referral Letter:** A formal recommendation written on institutional letterhead and signed by the Executive Director certifying your student's academic drive and spiritual character.

## *Phase 3: Submitting Your Paperwork to Colleges*

Because you have the official packet in hand, you will handle the document uploads yourself. This gives you total control over application dates and deadlines.

### **Track A: Applying Directly Through a College Website (e.g., Liberty University)**

Many universities allow you to apply natively on their specific website.

1. Go to the college admissions page and create a freshman applicant account for your student.
2. Fill out the online application forms (personal info, high school name, activities).
3. When you reach the upload screen labeled "**Homeschool Transcript**", "**High School Records**", or "**Supplemental Documents**", click upload and select your saved **ACA\_Admissions\_Packet.pdf** file.

### **Track B: Applying Through Standard Application Platforms**

If you are applying to multiple universities simultaneously using a multi-college application system, you will act as the application administrator.

1. Create the student's profile and fill out their shared personal and academic history.
2. Locate the section labeled "**School Counselor**", "**High School Administrator**", or "**Recommender Invitation**".
3. **Type in the primary parent's name and personal email address.** Do not input the academy director's email address here.
4. Check your parent email inbox for the system activation link, log into the counselor/parent portal dashboard, and upload your saved **ACA\_Admissions\_Packet.pdf** file when prompted. The platform will

automatically copy and distribute this file to every university on your student's list.

## *Phase 4: Final Parent & Student Action Steps*

- **Complete the Student Essays:** Ensure your student polishes and uploads their main personal statement essay and any specific "spiritual testimony" or "worldview" short essays required by Christian universities.
- **Order Standardized Test Scores:** If your target colleges require the ACT or SAT for admission or merit-based scholarships, log into your account directly on the official **ACT website** ([act.org](http://act.org)) or **College Board website** ([collegeboard.org](http://collegeboard.org)). Request that your official score reports be sent directly to the colleges on your list.
- **Gather Prior Records (Transfer Students Only):** If your student transferred into ACA midway through high school and a selective college asks for detailed course descriptions or syllabi for those early transfer years (e.g., 9th grade), you must compile those previous textbook titles and paragraph overviews yourself and upload them to the college as a supplemental file.

## **Frequently Asked Questions**

### **Can I just email the transcript text to the college myself?**

No. Colleges require official records to be formatted professionally. Always upload the secured, locked PDF file provided by the ACA office to ensure the college accepts the formatting without delays.

**Does the college need to see my student's daily worksheets or test copies?**

No. Higher education institutions evaluate applicants based on transcripts, school profiles, essays, test scores, and recommendation letters. They will never ask you to submit daily homework pages or tests.

**What high school code should we use on application forms?**

When filling out applications or test registrations, if the system asks for a high school name, search for "Appalachia Christian Academy." If it is not listed in their drop-down menu, simply select "**Homeschooled**" or "**Independent Study / Umbrella Program**" to bypass the prompt.