



**Millennium High School**

Counseling Office

51 E. Beverly Place

Tracy, CA 95376

[www.tracylc.net](http://www.tracylc.net)

209-627-8299

## **Application Assistance**

### **Application Help**

Stop by the counseling office to see Mrs. Schaffran and Ms. Moore for a college application appointment or email them with your questions.

### **Application Open Lab**

Come get help on your college application on Tuesdays and Thursdays during lunch in the counseling office located in M-2.

### **Letters of Recommendation**

**CSU/UC:** None Required

**Private:** Most will require at least one from either a counselor and/or a teacher.

**Common Application:** has a "Teacher Recommendation form" available as part of the application. It can be found under "School Forms". Just print and submit to one of the counselors or a teacher with a stamped envelope addressed to the admissions department of the school you are applying to. You can also request that these documents be submitted electronically.

**Be sure to allow 3 weeks for your Letters of Recommendation** and if you did not fill out a "Brag Sheet" when in Career Ed, then you need to submit a resume of activities so Mrs. Schaffran and your teachers can write a good letter for you.

*REMEMBER when requesting your transcripts and any other information from the Counseling Office that you need to include a stamped addressed envelope so we know where to send things. Also, allow enough time so you don't miss important deadlines!*