

# FOLDER SYSTEM

Please provide your counselor or college advisor and each teacher with their own accordion folder. The folder will need a section (or if the folder itself is not divided, a manila file folder as shown in examples below) for each college to which you are applying.

**Note:** Transcripts are not part of this process. Transcripts need to be ordered and will be sent separately. The LASA school profile will accompany the official transcript. Forms are available from the Registrar's office. Request forms (1 per college) need to be sent to Ms. Boothe's attention, LASA HS, 7309 Lazy Creek Dr., Austin, TX 78724. If more than 5 transcripts are requested, please include \$2.00 per additional transcript (no checks—cash or money orders only).

