

The Senior Guide to the College Application Process

Deadlines

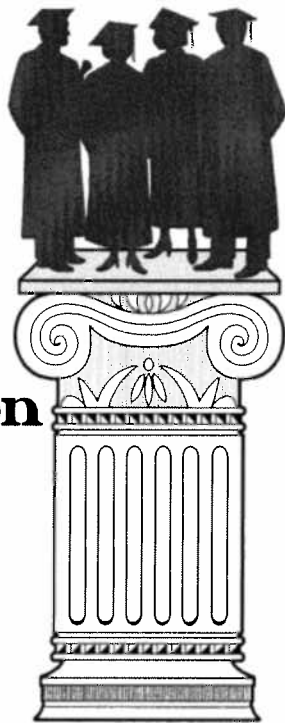
SAT/ACT

**Recommendation
Letters**

**Transcript
Requests**

**Essays
&
Resumes**

Scholarships



2011-12

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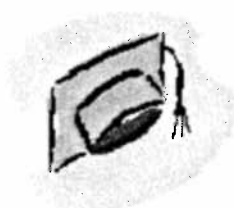
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Steps in the College Selection Process Senior Year

<p style="text-align: center;">Step 1: Research (Junior Year)</p>	<p style="text-align: center;">Step 2: Testing (Spring of Junior Year /Fall of Senior Year)</p>	<p style="text-align: center;">Step 3: Application (Fall of Senior Year)</p>	<p style="text-align: center;">Step 4: Financial Aid (Senior Year)</p>	<p style="text-align: center;">Step 5: Decision (Spring of Senior Year)</p>
<ul style="list-style-type: none"> • Meet with your counselor to complete an initial college search and obtain information to kick-start the process. • Utilize online college searches, such as Naviance and www.collegeboard.com to help develop your list of schools. • Develop a balanced list of reach, target, and safety schools, considering both academics, as well as cost of the school. • Attend college fairs, such as College Day for juniors (spring) and College Night @ Sachem East (fall). • Visit college campuses. • Potential Division I & II athletes, be sure to see your counselor about NCAA Clearinghouse requirements. • Potential Military Academy applicants, discuss these plans with your counselor. • Check the guidance web site for important information (www.sachem.edu). 	<ul style="list-style-type: none"> • Register for the SAT I Reasoning Test (check deadlines). • Register for the ACT (check deadlines). • Register for SAT II Subject Tests if needed. (Check web sites of the colleges you are interested in to see if required/which tests to take.) • Avoid late registration fees by applying on time. • Enroll in SAT/ACT prep courses available through Sachem. <p>Important web sites: www.collegeboard.com www.actstudent.org</p>	<ul style="list-style-type: none"> • Obtain and carefully complete all college applications. Note: most applications are available to be completed online or can be printed from the college web site. • Complete applications early. Be aware of deadlines. Don't procrastinate! • Request your transcript, SAT/ACT scores, and other supporting materials to be mailed by the guidance office to the colleges to which you are applying. • Obtain teacher letters of recommendation. • Request mid-year grades to be mailed to those colleges that require them. 	<ul style="list-style-type: none"> • Check early to see if colleges require the CSS profile. • Attend Sachem's Financial Aid Information Night for senior parents (in the fall). • Complete the Free Application for Federal Student Aid (FAFSA) online (www.fafsa.ed.gov) or by mail in January of the senior year. • Check the Guidance Department's Scholarship Newsletter for possible scholarship opportunities. 	<ul style="list-style-type: none"> • Inform your counselor of your final decision. • Submit copies of all college acceptance letters and scholarship awards to your counselor. • Complete the Senior Survey with your counselor. • Request your final transcript to be sent to the college you choose to attend.

All applications will require your transcript and test scores be sent to each school. The Guidance Office will send your transcript and scores for you. Some colleges require that your scores be sent directly from the testing agency. Check with each college you are applying to for instructions.

You **MUST** use the **Transcript Request Form** when requesting information from Guidance. Please refer to the procedures on the following page.

See your counselor for details!

TRANSCRIPT REQUEST FORM

Pg. ____ of ____

PLEASE CIRCLE ONE:

COLLEGE APPLICATION

SCHOLARSHIP APPLICATION

Directions: 1. Print all information clearly
2. Fill out one (1) form for each college or scholarship
Please note: This request may take up to 10 School Days to be processed

Deadline: _____
For Office Use Only

Student Name: _____ Student ID#: _____

I request that the following information be sent to the college or scholarship named below:
(INDICATE THE INFORMATION REQUESTED BY CHECKING THE APPROPRIATE LINES)

Are you using the Common Application? Yes _____ No _____

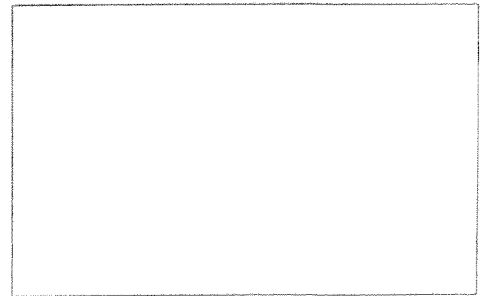
- Transcript
SAT Scores
ACT Scores
College Mid Year Report Form
Mid Year Report Card
Secondary School Report
Counselor Letter of Recommendation
Teacher Letter of Recommendation
Other (Please specify)

SAMPLE

PLEASE MAIL THE ABOVE INFORMATION TO:

NAME OF COLLEGE/SCHOLARSHIP: _____
ADDRESS: _____
CITY, STATE & ZIP: _____

Date of Request _____ Deadline _____
Student Signature _____
Parent/Guardian Signature _____



FOR OFFICE USE ONLY:

Received by: _____ Counselor Name: _____ Date Mailed: _____

PROCEDURES FOR PROCESSING TRANSCRIPT REQUEST FORMS

1. **Students** will be responsible for mailing each application and check directly to the college. Students must then complete a Transcript Request Form for each college they are applying to and give the completed form to a Guidance secretary during the times listed below. Students should come to the Guidance Office during their lunch or free period. **IMPORTANT: Please do not leave your Transcript Request Forms on a secretary's desk or in your counselor's mailbox!**

NOTE: Transcript Request Forms must be signed by **BOTH** the student and parent/guardian in order to be accepted by the Guidance Department.

Hours For Submitting Transcript Request Forms

7:00 a.m. – 2:30 p.m.

2. **TEST SCORES:** Students **MUST** indicate which test date, SAT, SAT II or ACT they wish to be sent to the college. It is the student's responsibility to be aware of those colleges that require **OFFICIAL** test scores: meaning the scores must be sent directly from the testing agency. Also, please remember you can only ask the Guidance Department to send those scores which we have on file. Therefore, be sure to include Sachem's code when registering for the SAT/ACT. This code is **332-762**.
3. **MID-YEAR GRADE FORMS AND/OR SECONDARY SCHOOL REPORT FORMS:**
If your college requires a mid-year and/or secondary (counselor) school report, the student must complete the top portion of the form, check off the appropriate line on the Transcript Request Form and hand in the form(s) when turning in the original transcript request. It is the student's responsibility to be aware of and to hand in ALL of the required forms with the Transcript Request Form for the counselor and Guidance Department to process. Be sure to attach a completed teacher recommendation form (signed by recommending teacher) if required.
4. **Students: PLEASE be aware that it may take up to TEN (10) school days to process each Transcript Request Form you are handing in.**
5. **DEADLINES:** Students must be aware of their college deadlines and hand in the Transcript Request Form at least **TEN (10)** school days prior to the deadline to ensure the materials will be received by the college in a timely fashion.
6. **Upon** handing in each Transcript Request Form, students will receive back the pink copy of the request form, with a date stamped as to when the form was handed in to Guidance. Students are urged to keep the pink form as their proof of handing in the original Transcript Request Form.
7. **SUNY APPLICATIONS:** SUNY's online application is the preferred and recommended way that SUNY would like students to complete their applications. It is available at www.suny.edu/student. If you prefer you can contact SUNY to receive a paper application by calling 1-800-342-3811 or you can visit www.suny.edu/paperapp to print a copy. You can also obtain a paper copy from the Guidance Office. Whether you are applying online or using the paper copy, there is a section that your counselor needs to complete. If applying online, please print out the "Transmittal Form" and hand that in with your Transcript Request Form to the guidance secretary. If you use a paper copy of the application, make sure to bring it in to your counselor so he/she can complete the "School Official Portion" and return it to you to be mailed. **Remember to complete a Transcript Request Form for each college/university to which you have applied!**
8. **Letters of Recommendation:** Most colleges/universities require a total of two or three. A copy of each teacher letter of recommendation must be in your student file in the guidance office prior to your request or handed in by you along with the Transcript Request Form. By checking off the appropriate line on the Transcript Request Form you can request that your counselor write a letter of recommendation for you.

ATTENTION ATHLETES ...

Are you familiar with the NCAA academic eligibility requirements?

If you intend to play on the college level, you **MUST** read the following pages. There are some very important steps you must take as an athlete in the college application process.

Remember to register on line.
www.eligibilitycenter.org

Please be sure to submit a Transcript Request Form to Mrs. Bender in the guidance office so that your preliminary transcript will be sent now and your final transcript will be sent after you graduate.

See your counselor for details!



NCAA FRESHMAN-ELIGIBILITY STANDARDS QUICK REFERENCE SHEET

KNOW THE RULES:

Core Courses

- **NCAA Division I requires 16 core courses as of August 1, 2008.** This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
- **NCAA Division II requires 14 core courses.** See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

Test Scores

- **Division I** has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on page two of this sheet.
- **Division II** has a minimum SAT score requirement of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a sum of the four sections on the ACT: English, mathematics, reading and science.
- **All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.**

Grade-Point Average

- Only core courses are used in the calculation of the grade-point average.
- **Be sure** to look at your high school's list of NCAA-approved core courses on the Eligibility Center's Web site to make certain that courses being taken have been approved as core courses. The Web site is www.ncaaclearinghouse.net.
- **Division I** grade-point-average requirements are listed on page two of this sheet.
- **The Division II** grade-point-average requirement is a minimum of 2.000.

DIVISION I	
16 Core-Course Rule	
<u>16 Core Courses:</u>	
4	years of English.
3	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
1	year of additional English, mathematics or natural/physical science.
2	years of social science.
4	years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II	
14 Core-Course Rule	
<u>14 Core Courses:</u>	
3	years of English.
2	years of mathematics (Algebra I or higher).
2	years of natural/physical science (1 year of lab if offered by high school).
2	years of additional English, mathematics or natural/physical science.
2	years of social science.
3	years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

OTHER IMPORTANT INFORMATION

- Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
- 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
- 16 core courses are required for Division I.
- The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
- SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
- Students enrolling at an NCAA Division I or II institution for the first time need to also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

For more information regarding the rules, please go to www.ncaa.org. Click on "Academics and Athletes" then "Eligibility and Recruiting." Or visit the Eligibility Center Web site at www.ncaaclearinghouse.net.

Please call the NCAA Eligibility Center if you have questions:

Toll-free number: 877/262-1492.

NCAA DIVISION I SLIDING SCALE CORE GRADE-POINT AVERAGE/ TEST-SCORE New Core GPA / Test Score Index		
Core GPA	SAT Verbal and Math ONLY	ACT
3.550 & above	400	37
3.525	410	38
3.500	420	39
3.475	430	40
3.450	440	41
3.425	450	41
3.400	460	42
3.375	470	42
3.350	480	43
3.325	490	44
3.300	500	44
3.275	510	45
3.250	520	46
3.225	530	46
3.200	540	47
3.175	550	47
3.150	560	48
3.125	570	49
3.100	580	49
3.075	590	50
3.050	600	50
3.025	610	51
3.000	620	52
2.975	630	52
2.950	640	53
2.925	650	53
2.900	660	54
2.875	670	55
2.850	680	56
2.825	690	56
2.800	700	57
2.775	710	58
2.750	720	59
2.725	730	59
2.700	730	60
2.675	740-750	61
2.650	760	62
2.625	770	63
2.600	780	64
2.575	790	65
2.550	800	66
2.525	810	67
2.500	820	68
2.475	830	69
2.450	840-850	70
2.425	860	70
2.400	860	71
2.375	870	72
2.350	880	73
2.325	890	74
2.300	900	75
2.275	910	76
2.250	920	77
2.225	930	78
2.200	940	79
2.175	950	80
2.150	960	80
2.125	960	81
2.100	970	82
2.075	980	83
2.050	990	84
2.025	1000	85
2.000	1010	86

Putting the Pieces Together...



Completing Your Application

Your application is the school's first impression of you...so make it good!

If possible, type the application if not completing online. You must fill out the application in its entirety and use correct grammar and punctuation. Do not cross out.

Keep Deadlines in mind and always remember the earlier the better!

Be sure to include your essay and resume. You want to submit the strongest application possible.

Many colleges/universities now prefer online applications. Make sure to print a copy of your complete online application for your records.

Each application requires an application fee to process. If you have any problems with the required fee, please see your counselor for possible options. Not paying the fee will delay the process!

Remember...
**You never get a second chance
to make a first impression!**

Tips for Building a Winning College Resume

- **Start by writing down all activities and work experiences you have been involved in during your high school career.**

Generally, your resume should include only those things you have done in grades 9-12.



- **Once you compile your list of activities, organize the list into key categories.**

Some common categories are: *Work Experience, Awards and Honors, Extracurricular Activities, Community Service, etc.*

- **Prioritize your activities within each category.**

List those involvements that have been the most important/meaningful to you towards the top of the resume and work your way down, list those activities that you have participated in more recently before those that you completed early in your high school career.

- **Elaborate on meaningful activities by listing key accomplishments in bullet format underneath that activity.**

- **Avoid repeating your transcript on your resume.**

The colleges will receive a record of your grades, GPA, class rank, and test scores. It is not necessary to repeat this information on your resume. Do not list courses in progress or prior honors/AP courses on your resume, unless the college specifically asks for this.

- **Don't sell yourself short and don't over-elaborate.**

Don't assume that certain involvements are unimportant or not worth including. These things may actually set you apart from the competition. Do not misrepresent your involvements by including activities that you did not participate in or did not fulfill your obligations toward.

- **Try to keep it to one or two pages at the most.**

- **Use the sample resume on the next page to help start the process...**

John Doe
123 Any Street
Lake Ronkonkoma, NY 11779
(631) 555-5555 / emailaddress@yahoo.com

Objective:

Acceptance into a competitive college to pursue a bachelor's degree in psychology.

Education:

Sachem High School
212 Smith Road, Lake Ronkonkoma, NY 11779

Interests & Activities:

Drama Club

- Cast member in the following productions:
 - "Annie"
 - "One Upon a Mattress"
 - "Jesus Christ Superstar"

Student Government

- Junior Class Treasurer
- Organized fundraisers for the class
- Helped design float for Homecoming Parade

National Honor Society

- Tutored students in math and science

Spring Track

- Competed in pole vault and shot put.

Grade:

9-12

12

11

10

10-12

11

10-12

10-12

11-12

9

Community Service:

Thanksgiving Food Drive

- Collected and distributed food to families in need in the community.

Volunteer at Stony Brook Hospital

Breast Cancer Walk-a-Thon

9-12

11-12

11

Work Experience:

Waldbaums, Lake Ronkonkoma, NY (June 2010-present)

- Cashier

Babysitter (March 2009-August 2010)

- Watched three children, ages 4, 6, and 8, for a neighbor twice a week.

Honors & Awards:

Principal's Honor Roll, every semester

Student of the Week, November 2011

Perfect Attendance Award

9-12

12

10-11

College Essay Writing Tips: Write an Effective Application Essay

A great application essay will present a vivid, personal, and compelling view of you to the admissions staff. It will round out the rest of your application and help you stand out from the other applicants. The essay is one of the only parts of your application over which you have complete control, so take the time to do a good job on it. Check out these tips before you begin.

Dos

Keep Your Focus Narrow and Personal

Your essay must prove a single point or thesis. The reader must be able to find your main idea and follow it from beginning to end. Try having someone read just your introduction to see what he thinks your essay is about.

Essays that try to be too comprehensive end up sounding watered-down. Remember, it's not about telling the committee what you've done—they can pick that up from your list of activities—instead, it's about showing them who you are.

Prove It

Develop your main idea with vivid and specific facts, events, quotations, examples, and reasons. There's a big difference between simply stating a point of view and letting an idea unfold in the details:

- **Okay:** "I like to be surrounded by people with a variety of backgrounds and interests"
- **Better:** "During that night, I sang the theme song from Casablanca with a baseball coach who thinks he's Bogie, discussed Marxism with a little old lady, and heard more than I ever wanted to know about some woman's gall bladder operation."

Be Specific

Avoid clichéd, generic, and predictable writing by using vivid and specific details.

- **Okay:** "I want to help people. I have gotten so much out of life through the love and guidance of my family, I feel that many individuals have not been as fortunate; therefore, I would like to expand the lives of others."
- **Better:** "My Mom and Dad stood on plenty of sidelines 'til their shoes filled with water or their fingers turned white, or somebody's golden retriever signed his name on their coats in mud. I think that kind of commitment is what I'd like to bring to working with fourth-graders."

Don'ts

Don't Tell Them What You Think They Want to Hear

Most admissions officers read plenty of essays about the charms of their university, the evils of terrorism, and the personal commitment involved in being a doctor. Bring something new to the table, not just what you think they want to hear.

Don't Write a Resume

Don't include information that is found elsewhere in the application. Your essay will end up sounding like an autobiography, travelogue, or laundry list. Yawn.

- "During my junior year, I played first singles on the tennis team, served on the student council, maintained a B+ average, traveled to France, and worked at a cheese factory."

Don't Use 50 Words When Five Will Do

Eliminate unnecessary words.

- **Okay:** "Over the years it has been pointed out to me by my parents, friends, and teachers—and I have even noticed this about myself, as well—that I am not the neatest person in the world."
- **Better:** "I'm a slob."

Don't Forget to Proofread

Typos and spelling or grammatical errors can be interpreted as carelessness or just bad writing. Don't rely on your computer's spell check. It can miss spelling errors like the ones below.

- "After I graduate *form* high school, I plan to work for a nonprofit organization during the summer."
- "From that day on, Daniel was my best *fried*."

For more ideas and helpful hints visit the CollegeBoard website at <http://www.collegeboard.com/student/apply/essay-skills/9406.html>

Printed from www.collegboard.com This article is based on information found in

"The College Application Essay", by Sarah Myers McGinty.

WEBSITE ADDRESSES

COLLEGE ENTRANCE EXAMS AND TEST PREP

- www.act.org (ACT Registration)
- www.collegeboard.com (SAT Registration)
- www.kaplan.com
- www.sylvanprep.com

COLLEGE SEARCHES AND PLANNING TOOLS

- <http://connection.naviance.com/sachemnorth>
- www.princetonreview.com
- www.nextstepmagazine.com
- www.petersons.com
- www.collegeanswer.com
- www.gocollege.com
- www.nycolleges.org
- www.careersandcolleges.com
- www.collegeview.com
- www.collegeboard.com

COLLEGES AND APPLICATIONS

- www.suny.edu
- www.cuny.edu
- www.commonapp.org
- www.universalcollegeapp.com

SCHOLARSHIPS AND FINANCIAL AID

- www.fastweb.com
- www.scholarships101.com
- www.fafsa.ed.gov
- www.pin.ed.gov

CAREER SEARCHES

- www.nycareerzone.org

ATHLETES

- www.eligibilitycenter.org

**COLLEGE SELECTION PROCESS CALENDAR
2011 – 2012 SENIOR YEAR**

DATE	ACTIVITY	COMPLETED
SEPTEMBER 2011	Contact colleges for catalogs and applications See counselor for college information Prepare to mail college applications	_____ _____ _____
SEPTEMBER 9, 2011	Registration Deadline for October 1 SAT/Subject Tests	_____
SEPTEMBER 16, 2011	Registration Deadline for October 22 ACT	_____
SEPTEMBER 21, 2011	Late Registration Deadline for October 1 SAT/Subject Tests	_____
SEPTEMBER 30, 2011	Late Registration Deadline for October 22 ACT	_____
OCTOBER 2011	Read Sachem’s Scholarship Newsletter Send completed college applications to colleges for Early & Regular Decision Register for CSS Profile (if required)*	_____ _____ _____
OCTOBER 1, 2011	SAT/Subject Test Date	_____
OCTOBER 3, 2011	Sachem’s College Night at East	_____
OCTOBER 7, 2011	Registration Deadline for November 5 SAT/Subject Tests	_____
OCTOBER 18, 2011	College Information Night for Parents of college-bound Seniors at East	_____
OCTOBER 21, 2011	Late Registration Deadline for November 5 SAT/Subject Tests	_____
OCTOBER 22, 2011	ACT Test Date	_____
OCTOBER 27, 2011	Athletic Recruiting and College Information Night for Athletes Send completed college applications to colleges early for 12/31 deadlines	_____ _____
NOVEMBER 4, 2011	Registration Deadline for December 10 ACT	_____
NOVEMBER 5, 2011	SAT/Subject Test Date	_____
NOVEMBER 8, 2011	Registration Deadline for December 3 SAT/Subject Tests	_____
NOVEMBER 17, 2011	Financial Aid Information Night for all Senior Parents at Sachem North	_____
NOVEMBER 18, 2011	Late Registration Deadline for December 10 ACT	_____
NOVEMBER 20, 2011	Late Registration Deadline for December 3 SAT/Subject Tests See counselor for college information Send completed college applications to colleges	_____ _____ _____
DECEMBER 3, 2011	SAT/Subject Test Date	_____
DECEMBER 10, 2011	ACT Test Date	_____
DECEMBER 30, 2011	Registration Deadline for January 28 SAT/Subject Tests (AWAY)	_____
JANUARY 2012	Mail completed FAFSA/CSS Profile early January	_____
JANUARY 10, 2012	College Information Night for Parents of college-bound seniors at North	_____
JANUARY 13, 2012	Late Registration Deadline for January 28 SAT/Subject Tests	_____
JANUARY 28, 2012	SAT/Subject Test Date - AWAY	_____
FEBRUARY 2012	Request mid-year grades be mailed if necessary Mail completed financial aid forms (if not yet mailed)	_____ _____
MARCH 2012	Visit college campus prior to making your final choice	_____
APRIL 2012	Inform counselor about your final college choice Give counselor a copy of your college acceptance letter	_____ _____
MAY 2012	Complete Senior Survey Submit copies of Financial Aid Packages to counselor Notify colleges of your decision (final deadline) May 7-18 Advanced Placement Exams Complete Final Transcript Request Form for the college you’ll be attending in the fall	_____ _____ _____ _____ _____
JUNE 2012	GRADUATION! *BE SURE TO READ SACHEM’S SCHOLARSHIP NEWSLETTER MONTHLY!! *Not all colleges require CSS Profile – pick up registration in the Guidance Office or register on line at www.collegeboard.com	

RETURN THE COMPLETED FORM TO YOUR GUIDANCE COUNSELOR AS SOON AS POSSIBLE!!!

IN ADDITION: ATTACH A COPY OF YOUR RESUME OF ACTIVITIES AND CLUBS

SACHEM HIGH SCHOOL – NORTH CAMPUS
GUIDANCE DEPARTMENT

COLLEGE/EMPLOYMENT RECOMMENDATION QUESTIONNAIRE

FOR GUIDANCE COUNSELORS ONLY

Dear Student:

This form has been developed so that your counselor can write a solid letter of recommendation for college and/or employment. Please be as specific as possible in answering all questions.

Counselor Name: _____

Name _____ Date of Birth _____ Birthplace _____

Cell Phone # _____ Home Tel. # _____

Address _____

Father's Name _____ Occupation _____

Mother's Name _____ Occupation _____

Guardian's Name _____ Occupation _____

Brothers/Sisters

Name

Age

College or School Attending

Please list family members who reside in your home (including step-parent, partner, grandparent(s), etc.).

1. In which subject area(s) do you consider yourself most interested? Ex: Language, Art, etc.

2. In which subject area(s) do you feel you have best ability, natural talent, etc.?

3. Please list any career interest area(s) in order of preference:

a. _____ c. _____

b. _____ d. _____

4. Have you held any part-time/summer jobs during your high school years?

Yes/No _____

Employer _____ Duties _____

Dates of Employment _____

Employer _____ Duties _____

Dates of Employment _____

5. Please list your college choices, in order of preference, if known at this time.

a. _____ b. _____ c. _____

6. If not college, what are you planning to do after high school? (Armed Services, Business School, Technical School, employment)

a. _____ b. _____ c. _____

7. Are there any extraordinary circumstances in your family about which your counselor should be informed?

Ex: unemployment, disability, illness, economic situation

1. Are you the first in your family to go to college? _____

2. Does your family speak another language at home? _____

8. Would you want the information in question #7 brought out in a letter of recommendation if it were to help you with acceptance, financial aid, scholarships, etc.?

Yes/No _____

9. Are you presently enrolled in a BOCES program? If so, which one? Do you plan on continuing in this field after high school?

10. What extracurricular activities have you been involved with since the ninth grade? Please list, including date of involvement, and leadership positions held, for example: sports, newspaper, radio, plays, student government. Attach student activity list/resume if desired.

11. Have you been involved in any community activities such as scouting, religious activities, etc.?

Please mention duties/leadership.

12. What qualities do you feel you can bring to the college/career of your choice?

13. If there is any other information you would like to share _____ our letter of recommendation, please indicate below or attach separate paper if necessary.

14. Choose three (3) adjectives that your friends, family members or teachers would use to describe you.

a. _____ b. _____ c. _____

COLLEGE/EMPLOYMENT RECOMMENDATION QUESTIONNAIRE

FOR TEACHERS ONLY

Dear Student:

Colleges are looking for information about you in a teacher letter of recommendation that does not appear on the transcript, counselor letter of recommendation or anywhere else in your application. For this reason, fill out the information below for each teacher you are requesting a letter from. Your responses will be different for each different class and teacher.

Student Name: _____

Teacher Name: _____

Name of course(s) with this teacher: _____

School year completed course(s): _____

What was your favorite or most meaningful assignment or project you completed for this teacher?

What personal contributions did you make to this class? How did your presence make a difference in this class?

What was your biggest challenge in this class and how did you address it?

Was there any outside contact with this teacher? (For example: sports, clubs community service projects, fine arts performances, etc.)

How will your experience in this class help you in college?

What are 2 or 3 words that “capture” you as a person or student in this class?

Is there any other information about you **in this class** that you would like the teacher to highlight in the letter?
