

SECONDARY SCHOOL ADVISING

NOVEMBER-DECEMBER PARENT TO-DO LIST



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- ✓ **Review** the October To-Do List.

FOR FAMILIES CONSIDERING PUBLIC SCHOOL:

- ✓ **Contact** your Secondary School Advisor to discuss the IEP development process.
- ✓ **Register** with your local school district (if you don't have a current IEP).
- ✓ **Contact** your town's middle and high school special education departments and let them know your intention to potentially enroll in the high school.
- ✓ **Join** your town's SEPAC (Special Education Parent Advisory Council) to gain more information about services provided in your school district.

FOR FAMILIES CONSIDERING INDEPENDENT SCHOOLS:

- ✓ **Continue to develop and refine** the list of school to which your child will apply.
- ✓ **Provide** the list of schools to which your child will apply to your Secondary School Advisor (Charlene Kmetz, Cece McNally or Francey Fenton). Please provide this information even if you are still considering options. This helps the SSA Team prepare for submitting your child's documents.
- ✓ **Review** the admissions policies for each of the school that you are considering and determine the method of applying. If applicable, schedule a tour and interview for your student.



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Register with any required online application portals - for example, Ravenna

(<https://www.ravenna-hub.com/login>) or the Standard Application Online, SAO

(Student Application Online). These are the preferred portals, if possible.

IMPORTANT: When you register with the Standard Application Online, **PLEASE** list Carroll School as an “Advisor” in the SAO portal. This allows us to upload letters of recommendation and grades. To list Carroll School as an Advisor, you must first work through the student profile and then select school to which you will apply. Where it states “Working with a placement counselor or educational consultant?” please click “Add an Advisor” and type in Carroll School. In the event you are working with an educational consultant, please continue to list Carroll School, as the SSA office will be responsible for uploading letters of recommendation and grades. You only have to do this once; you do not have to do this for each school.

- If you are using Ravenna, you will record Carroll as your child’s current school and that will allow us to upload letters of recommendation and grades.
- In the event your student is taking the December or January SSAT, read your admission ticket to ensure that your accommodations are accurate and you have all required materials.
- If you wish to share your child’s SSAT results with Carroll’s Secondary School Advising Office, please list Carroll School as a Score Recipient – our Code is 2134. This information can be helpful to us in the event a question from a potential high school arises.
- HSPT - In the event you are applying to a parochial school, and not submitting an SSAT score, please remember to register for the HSPT (High School Placement Test). Tests are administered at local parochial schools in November and December.

Contact the Secondary School Advising Office with any questions!

www.carrollschool.org/ssa

