

# Senior Parent Guidance Presentation: College Application Procedures and Information



Staples High School Guidance Department  
September 10, 2021



# SENIOR INTERNSHIP PROGRAM 2022



We've gotten off to a terrific start meeting with your seniors and are looking forward to a robust internship season!

## *Interested in learning more?*

Visit [staplesinternship.com](https://staplesinternship.com) and view our information sheets for an overview on the program and encourage your student to sign up and meet with us

## *Interested in hosting an intern at your business or know someone who is?*

We are always looking for new sites to add to our list for the Class of 2022!

Please email the internship office, Michelle Howard and Denise Pearl at

[shsinternship@westportps.org](mailto:shsinternship@westportps.org)

# Welcome and Overview

- Components of the college application
- Steps for applying to college
- Resources at Staples
- Maintaining a healthy and balanced approach



# Updating “Colleges I’m Thinking About”

- Importance of fit: academic, emotional, and financial
- On average, Staples students apply to 7-9 colleges
- Ensure student’s list is balanced including targets and at least 2 “likely” schools that a student is willing to attend
- Naviance used for notification of college representative visits and online submission of all school materials

# College Application Timeline

- **Submission Types:**

- Early Action, Early Decision (I and II), Rolling Admissions, Regular Decision, Open Admissions

- **Admissions Decisions:**

- Accepted, Denied, Deferred, Waitlisted, Conditional Acceptances



# Application Components

## Student Sends:

Application/Essay & Fee  
Writing Supplement (if required)  
Portfolio (if required)

Standardized Test Scores  
(requested through SAT/ACT)

## Guidance Department Sends School Materials Through Naviance:

Transcript (Includes all senior courses)  
Secondary School Report  
Counselor Recommendation  
School Profile  
1<sup>st</sup> Quarter Grades (if requested)  
Mid-Year Grades (sent automatically)  
Final Grades

## Teacher Sends Through Naviance:

Teacher  
Recommendation



# Steps to Request a Transcript/ School Materials:

Step 1: Common Application Account Matching and FERPA Waiver

Step 2: Counselor Recommendation Questionnaires

Step 3: Student Resume

Step 4: Transcript Release Form

Step 5: Transcript/Recommendation Request - College List Form

Step 6: Student schedules appointment with school counselor to request transcript and recommendations

# Initial Transcript/School Materials Request

Your initial request should be made at least 4 weeks in advance of the first application deadline.

## Application Deadline

## Initial Request Deadline

|                           |   |                      |
|---------------------------|---|----------------------|
| October 15 and/or Rolling | → | Friday, September 24 |
| November 1                | → | Friday, October 1    |
| November 15               | → | Friday, October 15   |
| December 1                | → | Monday, November 1   |



# Counselor Recommendations

## Information for Counselor:

- Student-Counselor Recommendation Questionnaire
- Parent-Counselor Recommendation Questionnaire
- Resume (in Naviance or email to school counselor)
- Reference Forms for Counselor Recommendations (optional)

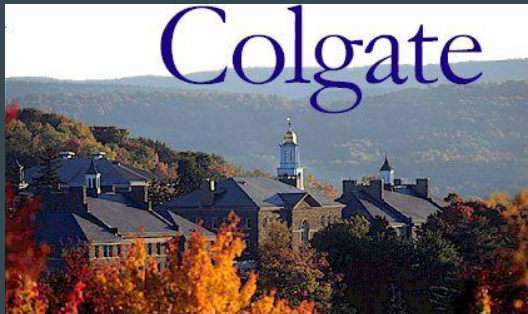


# Teacher Recommendations

- Four weeks before the first application deadline:
  1. Provide completed *Teacher Recommendation Questionnaire* or the teacher's own questionnaire
  2. Request teacher recommendation through Naviance with school counselor
  3. Ensure Common App and Naviance lists updated
  4. Provide envelope(s) if necessary
- Thank you notes to teachers who wrote recommendations

# Supplemental Recommendations

- Some examples include coaches, clergy, employers, research advisors
- Only helpful if it provides different or additional context beyond the two academic teacher recommendations
- Check with each college to determine if permitted
- If permitted, this is done through Common Application/Coalition Application



# Additional Transcript/School Materials Requests

- Can be made up to one week prior to the college application deadline
- Complete a new Transcript/Recommendation Request - College List Form.
- Visit the Guidance Office during the lunch waves to submit your request.
- Mrs. Fugitt will send your transcript, counselor recommendation, and teacher recommendations.

# Applications, Essays, and Standardized Tests

- Application types
  - Common Application
  - Coalition Application
  - School-Specific Application
- Essay
  - Personal essay typically required; in response to prompts
  - Many colleges require supplements
- Standardized tests
  - Fall dates available and generally work for EA/ED
  - Scores sent by student directly through ACT or College Board
  - Test Optional Colleges: [FairTest.org](https://www.fairtest.org)
  - AP Scores: not required; may self-report on application if scores are strong

# Follow-Up Protocol

1. It can take 2 – 4 weeks or longer for colleges to process application materials.
2. Check student portals for updated application status.
3. If no portal or you are alerted something is missing, student should call the admissions office to verify all materials have been received.

*Note: This is the student's responsibility.*



# Financial Aid

- College Financial Aid Application Night webinar: Tuesday, September 21 6:30 - 8:00 p.m.
- FAFSA required by all colleges (available 10/1)
- CSS/Profile required by some private colleges in addition to FAFSA (available early October)
- Continue honest conversation with your child about finances considering full, four-year cost of college
- Ensure admission and financial safeties are included on the college list; students are most likely to receive merit aid at colleges where they are in the top 25% of applicants

*If the fees for submitting college applications, taking standardized tests, or sending test scores presents a true financial hardship for your family, please have your child see his/her school counselor.*

# Scholarships

- **Potential Scholarship Sources**
  - Individual colleges
  - Employer & community organizations
  - Staples Tuition Grants and other local scholarship applications (available during second semester)
- **Naviance**: extensive list of local and national scholarships
- **SHS Guidance Website**: recommended websites and resources for finding scholarships
- **College & Career Center**: small group and individual support with search and applications



# How Parents Can Help Their Child

- Be the voice of reason and keep perspective during this process.
- Keep your child's information private.
- Help your child stay organized:
  - Schedule college visits
  - Keep track of deadlines
  - Send test scores to colleges
- Complete *Counselor Recommendation Questionnaire* in detail for your child's school counselor.
- Encourage your child to continue to schedule appointments with their school counselor.



# Staples Resources



- Individual post-high school planning with school counselor
- College & Career Center school counselor walk-In hours every day during all three lunch waves
- Workshops, programs, and college representative visits
- SHS Guidance emails, social media, and website
- SHS Guidance - Class of 2022 Schoology course page
  - *Guide to Post-High School Planning and College Applications*
  - *Spring 2021 College Admission Panel and College Application and Essay Workshop recordings*
  - *SHS Guidance Tips for Completing Common App/Coalition App*