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# College Counseling Handbook



## The Frederick Gunn School

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## **WELCOME TO THE COLLEGE PROCESS!**

As many of you know, the landscape of the college admissions process has shifted since March 2020. With the changes and uncertainty created by the global pandemic, some students and families may feel they have *no control* over what lies ahead. I'm here to reassure you that isn't true. Rick Clark, Director of Undergraduate Admissions at Georgia Tech, often writes in [his blog](#) about the idea of focusing on *what you can control* in this process. You get to set the parameters that matter most to you when deciding where to apply to college. You've spent four years developing your interests and passions, and have learned important decision-making skills that will guide you in selecting schools that are the right fit. You get to decide how to craft your story in a way that reflects your values and character through your application. And, yes, you also determine how much focus, time and care is spent on the aforementioned!

How colleges make decisions and who offers you admission are parts of the process that you do not control. However, if you truly engage in your college search and apply to a balanced list of top choice schools that vary in selectivity, come decision time, you should be excited by your options. It's worth mentioning here that colleges make decisions based on their mission and institutional priorities, and in no way do their decisions determine the person who you will become. To borrow from Clark, "College admission decisions are not character judgments or predictions of future potential. Getting in, or not getting in, to a particular school does not change who you are, the feasibility of your goals, or define you in a substantive way." As we embark on the 2022-23 school year together, I encourage you to take ownership of your college admissions journey and become empowered by the process and the responsibility it holds.

Finally, please use this handbook as a tool to learn about the college process. In doing so, keep in mind those pieces that are within your control. Remember that you are not alone and that we are here ready to assist wherever needed. We are looking forward to helping you along the way as we navigate this process together.

Sincerely,



Kate M. McMann '05  
Director of College Counseling

## **COLLEGE COUNSELING OFFICE MISSION STATEMENT**

The Frederick Gunn School's College Counseling Office believes that the college search and application process is, at its core, an educational one. We strive to educate both students and families about the numerous aspects of the process and about the complex and ever-changing college admissions landscape. Beyond that, we ask students to engage in meaningful self-reflection to learn more about themselves, their hopes, their dreams, their strengths, their weaknesses, and their aspirations. We stress that for the process to be truly successful, students must be in control. We believe that the college search and application process is an opportunity for students to grow and to build upon their Gunn School education in a manner that will serve them for the rest of their lives. Finally, we believe, as did Frederick Gunn, that strength of character is the ultimate goal of education. All that we do in The Frederick Gunn School College Counseling Office is informed by that belief.

## **GENERAL COLLEGE PROCESS INFORMATION**

### **PROCESS OVERVIEW**

The process of preparing for college begins the moment you set foot on The Frederick Gunn School campus. Our academic, athletic, co-curricular and residential life programs are all geared toward providing you with the foundation you will need for life after Gunn.

As freshmen, students spend time acclimating to the various demands of school life. Students focus on doing as well as they can in each class as they adjust to the rigor of the school's academic program. In the spring of the freshman year, students meet with their faculty advisors to choose sophomore schedules. Students should strive for a schedule that is challenging but not overwhelming. Faculty advisors, department chairs, and the Director of Studies are all available to assist in crafting schedules.

In the sophomore year, students continue to work toward maturing academically. Sophomores have the option of taking the PSAT in October, which serves as practice for taking the SAT as a junior. The PSAT is not reported to colleges. The scores are discussed between advisor and student and provide an indicator of the student's potential strengths and weaknesses. In the spring, students will again work with their advisors to pick courses for the following year. The College Counseling Office also advises sophomores as they craft schedules that will challenge them and showcase their strengths in a demanding junior year.

The college search process formally begins for Gunn students in the junior year. Juniors take the PSAT in October and a Practice ACT in December. After taking both the PSAT and Practice ACT, students can decide with their college counselor which test better represents their abilities. The April ACT and May SAT are both offered on campus. During the Winter Term, juniors meet individually with their College Counselor, and in the Spring Term, the College Counselor meets with students and their families. Following these meetings, the College Counselor prepares a list of suggested colleges for the student. Many students visit colleges during Spring Break, but the majority of students' college visits occur in the summer. Students are encouraged to visit a variety of schools in terms of size, academic programs, location, geography, etc. There is no substitute for actually being on campus. Juniors are invited to college fairs at local schools in late April and early May. In conjunction with the English Department, the College Counseling Office assists students in working on their college essays through a College Essay Workshop and during their junior English classes. They are encouraged to continue to work on essays over the summer and return in the fall with a full draft ready for review by their College Counselor and English teacher.

When students return for their senior year, they are enrolled in a regular College Seminar taught by a College Counselor that provides structure and guidance in the application process. The College Counseling Office also offers another College Essay Workshop in the fall of senior year to assist students in finalizing their essays for submission. They will also have the opportunity to take additional SATs and/or ACTs if students feel that doing so would be beneficial for them in the process. Students submit their applications and supplemental material online, and the College Counseling Office submits all other documentation (transcripts, letters of recommendation, school profile) electronically to each college where a student has applied. Most applications are sent before January 1, although students applying to state universities are urged to apply before November 1. After receiving application decisions, the student will make an enrollment deposit at the school of his or her choice by May 1.

<b><u>JUNIOR YEAR TIMELINE</u></b>	<b><u>SENIOR YEAR TIMELINE</u></b>
<b><u>October</u></b> <ul style="list-style-type: none"> <li>• PSAT</li> <li>• Parents Weekend Presentation</li> </ul>	<b><u>Summer</u></b> <ul style="list-style-type: none"> <li>• Work on applications and essays</li> <li>• Visit colleges</li> <li>• Register with NCAA Eligibility Center (if applicable)</li> <li>• Register for senior fall testing</li> </ul>
<b><u>December &amp; January</u></b> <ul style="list-style-type: none"> <li>• Meet with College Counselor</li> <li>• Research colleges</li> <li>• Full-length practice ACT</li> <li>• ACT prep course (additional fee applies)</li> </ul>	<b><u>September</u></b> <ul style="list-style-type: none"> <li>• Individual meeting with College Counselor</li> <li>• SAT registration (Oct. &amp; Nov. tests)</li> <li>• Teacher recommendation form due</li> <li>• Senior College Essay Workshop</li> </ul>
<b><u>February</u></b> <ul style="list-style-type: none"> <li>• Meet with College Counselor</li> <li>• Research/visit colleges</li> <li>• Junior Parent Coffee</li> </ul>	<b><u>October</u></b> <ul style="list-style-type: none"> <li>• SAT (on-campus)</li> <li>• ACT (on-campus)</li> <li>• State university and some ED apps due</li> <li>• Begin completing FAFSA (parents)</li> <li>• Begin completing CSS/Profile form (parents)</li> </ul>
<b><u>March</u></b> <ul style="list-style-type: none"> <li>• Research/visit colleges</li> </ul>	<b><u>November</u></b> <ul style="list-style-type: none"> <li>• SAT (on-campus)</li> <li>• ED applications due</li> </ul>
<b><u>April</u></b> <ul style="list-style-type: none"> <li>• Meet with College Counselor and parents</li> <li>• ACT</li> <li>• SAT prep course (additional fee applies)</li> <li>• Junior College Essay Workshop</li> </ul>	<b><u>December</u></b> <ul style="list-style-type: none"> <li>• Final application list due to College Counselor</li> </ul>
<b><u>May</u></b> <ul style="list-style-type: none"> <li>• SAT</li> <li>• Meet with College Counselor and parents</li> <li>• Complete teacher recommendation form (blue sheet)</li> <li>• SAT prep course</li> <li>• Common Application Workshop</li> </ul>	<b><u>January</u></b> <ul style="list-style-type: none"> <li>• Applications due</li> </ul>
<b><u>Summer</u></b> <ul style="list-style-type: none"> <li>• SAT/ACT (off-campus)</li> <li>• Visit colleges</li> <li>• Prepare essay</li> <li>• Register for senior fall testing (SAT and/or ACT)</li> </ul>	<b><u>February</u></b> <ul style="list-style-type: none"> <li>• Update College Counselor on applications</li> </ul>
	<b><u>May</u></b> <ul style="list-style-type: none"> <li>• Enrollment deposit due to college where attending the following fall</li> </ul>

## **ROLES AND RESPONSIBILITIES**

As noted throughout this handbook, the College Counseling Office feels strongly that the college process is one that belongs primarily to you, the student. Colleges and universities are interested in reviewing your candidacy, not the College Counseling Office or your parents', and the system is designed around that principle. Our office is ready to guide and assist you in the process, but it is imperative that you are aware of the responsibilities that fall to you.

	<b>STUDENT RESPONSIBILITY</b>	<b>COLLEGE COUNSELING OFFICE</b>
<b>RESEARCH SCHOOLS</b>	<ul style="list-style-type: none"> <li>Establish search criteria</li> <li>Research admission requirements</li> <li>Determine if you are an appropriate fit for the school</li> </ul>	<ul style="list-style-type: none"> <li>Provide list of suggested colleges</li> <li>Advise</li> <li>Give access to information and support for CIALFO</li> </ul>
<b>CONTACT SCHOOLS</b>	<ul style="list-style-type: none"> <li>Schedule visit and interview</li> <li>Contact coach (if appropriate)</li> <li>Arrange travel</li> <li>Follow-up with thank you note after visit</li> </ul>	<ul style="list-style-type: none"> <li>Host college visits on campus</li> <li>Notify students of on-campus visits</li> <li>Advise on college visitation</li> </ul>
<b>STANDARDIZED TESTING</b>	<ul style="list-style-type: none"> <li>Determine which tests and test dates are appropriate</li> <li>Register online before start of school</li> <li>Collect supporting documents if requesting accommodations</li> <li>Contact testing agency to submit SAT or ACT scores to colleges</li> </ul>	<ul style="list-style-type: none"> <li>Advise on tests and dates</li> <li>Provide test registration assistance if needed</li> <li>Assist in submission of documents for accommodations</li> </ul>
<b>ESSAYS</b>	<ul style="list-style-type: none"> <li>Brainstorm topics</li> <li>Write several drafts</li> <li>Proofread and seek advice and proofreading from English teacher and/or College Counselor</li> <li>Include with application submission</li> </ul>	<ul style="list-style-type: none"> <li>Advise on topic</li> <li>Proofread and edit, if needed</li> </ul>
<b>APPLICATIONS</b>	<ul style="list-style-type: none"> <li>Thoroughly complete and proofread</li> <li>Know submission deadlines</li> <li>Submit and update status on Cialfo</li> <li>Submit application fee</li> </ul>	<ul style="list-style-type: none"> <li>Track submissions</li> <li>Review application materials if requested</li> </ul>
<b>SUPPORTING DOCUMENTS</b>	<ul style="list-style-type: none"> <li>Complete Teacher Recommendation Form</li> <li>Meet with college counselor</li> <li>Inform College Counseling Office of application submission</li> <li>Provide art or music supporting materials if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Track and submit teacher recommendations</li> <li>Submit counselor recommendation</li> <li>Submit transcript</li> <li>Update colleges with grades when available</li> </ul>
<b>ATHLETICS</b>	<ul style="list-style-type: none"> <li>Contact and maintain communication with coaches</li> <li>Register with NCAA Eligibility Center (DI and DII only)</li> <li>Send standardized test scores to NCAA Eligibility Center</li> </ul>	<ul style="list-style-type: none"> <li>Provide unofficial transcripts for coaches, when requested</li> <li>Submit official transcripts to NCAA Eligibility Center</li> </ul>

## **CIALFO**

The Frederick Gunn School College Counseling Office subscribes to CIALFO to assist students and families in managing the college application process. Juniors and their parents are given passwords to begin using the system. Students and parents have a unique username and password although they access the same information on a student's individual CIALFO page. If at any time you need assistance in accessing the system, please email [cco@frederickgunn.org](mailto:cco@frederickgunn.org).

CIALFO is a web-based program that students and parents use in researching and planning for college. Students can check the status of college applications, review our recent history with individual colleges, learn when college admissions representatives are visiting Gunn, and research information about academic, athletic, and extra-curricular programs at individual colleges. It is necessary that every student make use of the program. CIALFO can be accessed at the following website: [frederickgunn.cialfo.co](http://frederickgunn.cialfo.co).

## **STANDARDIZED TESTING**

Standardized testing continues to be a part of the college application process. While many colleges have opted not to consider standardized test scores for admission (see [fairtest.org/university/optional](http://fairtest.org/university/optional)), a large number still require test scores. Generally, the larger the applicant pool, the more weight is placed on standardized test scores. If you do not feel that your test scores accurately reflect your ability as a student, talk to the College Counseling Office about colleges that are test optional.

### *PSAT*

The PSAT/NMSQT is taken in October by sophomores and juniors at The Frederick Gunn School. The PSAT is the qualifying exam for all National Merit Scholarship programs and also serves as practice for future standardized testing. Students receive scores between 160 and 760 on two sections – Evidence-Based Reading and Writing (EBRW) and Math. The two scores are tallied for a Total Score which shows how a student would have scored that day on the SAT.

### *SAT*

The SAT is accepted by all colleges and universities in the United States, and by many colleges and universities abroad. The SAT uses a 1600 grading scale, broken into two sections -- Evidence-Based Reading and Writing, and Math. Scores in each area range from 200-800. Other major changes included the elimination of penalties for guessing and a greater emphasis on acquired knowledge over reasoning abilities. In January, 2021 the College Board announced the elimination of the optional essay section on the SAT. The College Counseling Office will stay current with testing changes and relay relevant information to students and families. The test is given on multiple dates throughout the year, as established by the College Board. At Gunn, juniors generally take the National SAT in May. Seniors take the test in August, October or November. The College Counseling Office recommends that students take the SAT and/or ACT in the junior year before deciding which test to focus on during the senior fall.

### *ACT*

The ACT is also accepted by colleges and universities. The ACT has four sections - English, Mathematics, Reading, and Science. A fifth section, Writing, is optional in the registration process but may be required by colleges and universities. Students should take care to register for the ACT with Writing whenever taking the test. The ACT is given in five sections over the span of approximately four hours. Scores are reported for each section on a 1-36 scale, and a composite

score is then calculated. At Gunn, the ACT is given to juniors in April. At the end of the junior year, students will have taken the SAT once and the ACT once. In most cases, these scores parallel each other though there are some instances when students fare better on one test or the other.

### *SAT Subject Tests*

In January, 2021 the College Board announced the elimination of SAT Subject Tests.

### *TOEFL*

The Test of English as a Foreign Language is taken by students whose native language is not English. The TOEFL is taken off campus at designated test centers and is arranged through the Dean of Students Office. Most students take the iBT TOEFL (internet based) which includes four sections – reading, listening, speaking, and writing. Each section is scored 0-30, for a total score of 0-120.

### *Extended Time on Standardized Testing*

Students who have had psycho-educational testing and have been recommended for extended time on assessments may qualify for accommodations on standardized testing. Extended time is granted by the testing agency (not by The Frederick Gunn School) and is determined by a review of the required paperwork and educational testing. To qualify, testing must be current (as determined by the testing agency), and the approval process can be lengthy. If a student feels that he or she may qualify for extended time on standardized testing, they must begin the process of applying for approval in the junior year. The Gunn School's Academic Office office and the Director of the Center for Academic Excellence should be contacted to initiate the process.

### *Test Dates*

The following test dates are offered at The Frederick Gunn School. Please contact [cco@frederickgunn.org](mailto:cco@frederickgunn.org) for information on registering for tests.

Saturday, October 1, 2022	SAT (National Testing Center)
Wednesday, October 12, 2022	PSAT/NMSQT (Juniors/Sophomores)
Saturday, October 22, 2022	ACT (National Testing Center)
Saturday, November 5, 2022	SAT (National Testing Center)
Saturday, December 3, 2022	Practice ACT (Juniors)
April 15, 2023	ACT (Juniors)* (National Testing Center)
May 6, 2023	SAT (Juniors)*

AP Examinations – May 1-5 & May 8-12, 2023

\*subject to change due to evolving situation with COVID-19

### **The Frederick Gunn School's CEEB code number is 070825**

Both the SAT and ACT have a score choice reporting policy. This allows you to send your scores by test date. The score reporting feature is optional – if you do not use it, all scores will be sent. Most often, colleges will use the overall best scores to review your application, regardless of what scores are sent.

*Please note that it is the student's responsibility to have scores sent to colleges in a timely manner directly from the appropriate testing agency ([www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org)).*

## **APPLICATION TYPES**

*Rolling Admissions* – Many public universities and some private institutions accept applications on a “rolling” schedule. Once the application period opens, applications may be submitted at any time and students are notified as decisions are made. The application period for many public universities begins in October or November. It is to your advantage to submit applications as early as possible in the application period for these schools.

*Early Decision (ED)* – Early Decision is a binding agreement to attend a college if accepted. The ED Agreement is signed by the student, parent, and counselor and is submitted with the application. If the student is accepted, he or she is committed to attend the college and must withdraw all other applications. Financial aid documents should be submitted at the same time as the application. Colleges will generally not offer ED Admission to a student if they are not willing to provide financial aid as well. Students can only apply to one school ED. Early Decision offers an opportunity for you to show your commitment to an institution and can be an asset in gaining admission. However, it should only be used if a student is ready to commit to one college early in the process. Early Decision deadlines range from early October to early December.

*Early Decision II (ED II)* – Like ED, ED II is a binding agreement to attend a college if accepted. ED II has a later deadline than ED, and is often used by coaches in the athletic process. Additionally, ED II offers applicants the opportunity to apply early after being deferred or denied from another college to which they applied ED. Early Decision II deadlines range from late December to February.

*Early Action (EA)* – Early Action is a non-binding application that is submitted prior to Regular Decision deadlines. The EA application suggests to a college that the applicant has significant interest in the institution and can be helpful as admissions decisions are made. Students can apply to more than one college EA. There are a small number of colleges who offer “Restrictive Early Action”, which is similar to Early Decision. EA deadlines generally range from early October to early December.

*Regular Decision* – The regular decision applicant pool at colleges is generally the largest and most competitive. Regular Decision deadlines range from January through March. Most applications for regular decision should be completed by the time students leave for the December holiday break, although additional applications can be submitted to schools with later deadlines.

*Others* – A number of colleges offer priority or fast-track applications. Students can submit a simplified application, the application fee is often waived and a decision is made quickly. Students and parents are advised to read the application material carefully to ensure that there are no binding clauses.

## **ATHLETICS AND THE COLLEGE PROCESS**

Participating in college athletics at any level is a commitment that requires serious consideration. In addition to many benefits, there are very real sacrifices that must be made to join a collegiate athletic program. Student-athletes should discuss with their high school coaches where they might fit in athletically at the college level.

While many students participate in sports in college, relatively few are affected by the “recruiting process”. If you are being recruited by a college, the coaches will be calling you and your parents *regularly*. Admissions material is often handled by the coach who takes his recruited students through the admissions process. Only a few students are exposed to this level of recruitment. More often, college coaches will express interest in a player and provide some guidance in the admissions process. Be aware that college coaches express interest in many players, follow up with a much smaller number, and truly “recruit” an even smaller number. Initial communication from a coach does not necessarily translate to assistance from that coach throughout the admissions process. While we hope that all coaches are honest and transparent during the process, experience suggests that the student-athlete must be the driving force behind the college admissions process.

Division I and Division II colleges may offer athletic scholarships; these can be full or partial financial packages. Division III colleges do not offer athletic scholarships but they do recruit athletes and can offer financial aid packages to recruited athletes if there is demonstrated financial need.

Student-athletes should make contact with the coaches at the colleges where they are interested in being considered. With the help of high school coaches and the College Counseling Office, students should compose a letter to coaches containing pertinent academic and athletic information. The letter should also contain information about how college coaches can watch the players live (high school/club schedules, summer camps, showcases, etc.).

### *NCAA Eligibility*

The NCAA Eligibility Center determines athletic eligibility for all students who hope to play Division I or Division II sports in college (because they do not offer athletic scholarships, per se, Division III colleges are not bound by the same guidelines). Therefore, students who aspire to compete at the Division I and Division II level must register with the NCAA Eligibility Center ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Eligibility is determined by the NCAA using a combination of GPA and standardized test scores. Once registered, the College Counseling Office will submit the appropriate paperwork to the NCAA – generally a preliminary transcript in the spring of the junior year and a final transcript after graduation. If students have attended more than one high school, they must request official original transcripts from all former high schools be sent to the NCAA. *Students must also send standardized test scores to the NCAA Eligibility Center from the testing agency.* Once all materials are received by the NCAA, they are filed until a Division I or Division II coach requests a student’s eligibility be determined.

*Note: Only the first four years of high school are used by the Eligibility Center when computing GPA and academic distribution requirements. Student athletes who have repeated a year of high school should speak with the College Counseling Office to understand how their eligibility may be affected.*

Financial aid is one aspect of the college admissions process for which parents must take ownership. Parents should discuss with their student the realities of family finances and how this may affect the college process. Families can establish contact with college Financial Aid Offices early and maintain contact throughout the application process. All colleges require the Free Application for Federal Student Aid (FAFSA) be submitted online (<https://studentaid.gov/>). The FAFSA can be submitted starting October 1st, using prior year income information. Many private colleges also require the CSS/PROFILE, a supplemental form that carries a fee (<https://cssprofile.collegeboard.org/>). The CSS/PROFILE is also available October 1st of the senior year. Individual schools may have additional forms available online.

Colleges use the FAFSA, and in some cases the CSS/PROFILE, to determine an Expected Family Contribution (EFC), which should be consistent between institutions. Colleges will provide a financial aid package that generally includes a combination of loans, grants and work-study programs to strive to meet the demonstrated need of families. *Colleges are not required to meet demonstrated need and many practice “gapping” – offering families less than the demonstrated need in the hopes that the student will still attend.* Compare financial aid offers carefully to ensure that you are fully aware of where the aid is coming from, how much must be repaid, applicable interest rates, etc.

To be eligible for Federal financial aid, male students must be registered with the U.S. Selective Service. Upon turning 18, students can register at any Post Office (including the one next to the Cafe on the Green). If you have questions about the process, please contact the College Counseling Office or go to [www.sss.gov](http://www.sss.gov) for more information.

***DO NOT wait until your student is accepted before applying for financial aid.  
Apply as early as possible in the process.***

## **SMARTTRACK**

In support of helping students and families understand how to finance a college education, we have partnered with [SMARTTRACK](#). This free platform provides resources that can help significantly lower out-of-pocket costs, maximize grants and scholarships, and help pay for college in a more tax-advantaged, cost-efficient way. We strongly encourage families to utilize SMARTTRACK prior to the college application process. In conjunction with the College Counseling Office, SMARTTRACK hosts two webinars throughout the academic year for Frederick Gunn School families.

*(DISCLAIMER: SMARTTRACK offers some advanced features and premium services for a cost. The Frederick Gunn School is not suggesting these services are a necessary part of the college process. The advanced features and premium services offered by SMARTTRACK are completely optional; it is up to each family whether or not they would like to take advantage of them.)*

## **FINANCIAL AID**

### *Financial Aid Terms*

**Federal Perkins Loan** – Eligibility depends on the student's financial need and availability of funds at the college. The college is the lender and payment is made to the college.

**Direct Loans** – (William D. Ford Federal Direct Loan Program) Eligible students and parents borrow directly from the US Department of Education at participating schools. These include Direct Subsidized loans and Direct PLUS loans.

**SAR** – Student Aid Report: (received within four weeks of filing) based on information on FAFSA; must be signed and returned to the processor before the EFC can be formulated.

**EFC** – Expected Family Contribution: determined by Federal Methodology from information provided on the FAFSA. EFC should be the same at each college.

**COA** – Cost of Attendance: Includes tuition, fees, living expenses, books and supplies, transportation, and personal and incidental costs.

**Eligibility** – Cost of Attendance minus Expected Family Contribution = Eligibility for Aid.

**Repayment** – Once the student graduates, leaves school or drops below half-time enrollment, repayment will begin after a six month grace period (nine months for Perkins loans). Payments are usually due monthly and repayment plans generally last for ten to 25 years.

Federal Student Aid Information Center: 1-800-433-3243

### **Helpful Resources:**

*Net Price Calculator* – A free tool designed to give families an estimated dollar amount of their eligibility for need-based financial aid. Every school in the country has a net price calculator on their website.

*MyinTuition* – A free tool that provides a quick estimated range for financial aid eligibility. MyinTuition only asks six basic questions and requires no tax forms. The questions can be completed in less than 5 minutes. This tool is limited to schools that are typically more selective, however more schools have recently begun partnering with MyinTuition

### **Helpful Websites:**

<https://studentaid.gov> (not www.fafsa.com)  
[www.finaid.org](http://www.finaid.org)  
[www.collegeboard.org](http://www.collegeboard.org)  
[www.commonapp.org](http://www.commonapp.org)  
[www.fastweb.com](http://www.fastweb.com)

## **DISCIPLINE DISCLOSURE POLICY**

Beginning in the 2021-2022 application season, the Common Application will no longer require applicants to report whether they've been cited for a disciplinary violation at school on the common portion of the application. Individual colleges can still choose to ask applicants about their history of being disciplined in school, and in these instances students are expected to respond honestly. The school does not routinely report discipline as part of its transcript or in any other aspect of the college counseling process. However, if there is a change in the disciplinary status of a senior that results in temporary or permanent separation from the school, or if a student voluntarily withdraws from school prior to graduation, the student must notify the colleges to which he/she has applied within two weeks of the date of the change in status. At the end of this two-week period or one week prior to graduation, whichever comes first, the College Counseling Office will notify colleges in writing of the change in status.

Should the College Counseling Office be asked for verification regarding discipline, separation, or withdrawal, the school will confirm the student report, but will refer the college back to the student/family for further details.

If a student is found responsible for sexual misconduct and is dismissed, or if a student withdraws during the investigation and is found responsible, the School will not recommend the student to another high school, college, university, or potential employer. In this event, even if no Release of Information form has been completed for the student, the Head of School, in consultation with members of the Audit & Risk Committee of the Board of Trustees, may determine that any institution that has recently requested and/or is requesting the student's transcript will be informed that the student was found responsible for sexual misconduct and dismissed.

**Note:** If a student under disciplinary investigation for sexual misconduct withdraws, the investigation and adjudication process will nevertheless be completed.

## **APPLYING TO COLLEGE**

### **VISITING COLLEGES**

The junior spring and senior fall are pivotal times during which students need to be focused on academics and should not miss school. As such, the College Counseling Office strongly urges students and families to conduct college visits during summers and Gunn School vacations. For unforeseen or unavoidable college visits, seniors are permitted to be off campus for two days in the fall term. Should it be necessary, seniors are permitted to be off campus for two additional days in the spring for the purpose of college revisit days. Juniors are expected to limit their college visits in the fall and winter to times when Gunn School is on vacation. Both Spring Break and the Spring Head's Weekend provide excellent opportunities for juniors to visit colleges. For unavoidable absences, juniors are permitted two days in the spring term for the purposes of college visits. All college related absences must be cleared through the Dean of Students Office and require approval of the college counselor, Academic Office, and the Dean of Students. College visit days are to be used only for the purpose of scheduled college appointments.

Most schools offer campus tours led by students and information sessions conducted by an admissions officer. Some may offer one-on-one interviews with an admissions officer or a student. Prior to visiting, call the admission office and make an appointment for a tour and information session. *If the college offers interviews, be sure to schedule one.*

During your visit and tour, take note of the condition of the campus and the appearance of the students. The atmosphere of a college is a significant part of its appeal. Ask about campus safety, use of teaching assistants, graduation rates, financial aid, and percentage of students returning after freshman year. Try to talk with students you encounter in the dorms, bookstore or dining hall. Ask them what they like and dislike about their college experience. Since college is a social as well as an academic experience, don't be shy about asking the tour guide or other students questions about social activities, weekend life, and residential life. If you are interested in playing a sport in college, ask to speak with a member of the coaching staff during your visit.

Some reminders for college visitation:

- Research the college before you visit it. Be ready to ask informed questions regarding the college if the opportunity arises.
- Dress nicely. As a Frederick Gunn School student, you already know how to do this. Coats and ties are not expected, but collared shirts that are tucked in, skirts or slacks (not jeans or cargo pants) with a belt, and suitable shoes constitute proper attire.
- Be sure you sign in when arriving at the Admission Office. Colleges keep records of student visits.
- If you have an interview, write a thank-you note to the admission counselor who conducted the interview.
- Parents...please remember that the only prospective student in your family is your son or daughter. Do not assume any role that is appropriately his or hers.

Increasingly, *demonstrated interest* is a factor in college admission decisions. Visiting a school, interviewing, and staying in contact with the admission office can be a valuable asset when colleges are deciding between equally qualified students.

## **COMPLETING APPLICATIONS**

All applications are completed online. Students should use the Common Application website or specific college websites for completing applications – both are treated equally. Proofread all applications carefully, and consult with the College Counseling Office for help in ensuring that applications are completely and accurately finished.

A college admissions file will contain the following:

<b>ITEM</b>	<b>RESPONSIBILITY</b>
1. Application with personal statement	Student
2. Supplement (if applicable)	Student
3. Test scores (if required)	Student
4. Application fee (if applicable)	Student
5. Transcript	Once requested, College Counseling Office
6. School profile	Once requested, College Counseling Office
7. College counselor's profile	Once requested, College Counseling Office
8. Two teacher recommendations	Once requested, College Counseling Office

*The first four items on the list are the student's responsibility and are sent online.* When those items are completed for all the colleges to which a student is applying, the College Counseling Office will submit the remaining items to complete the admissions file.

***The College Counseling Office cannot submit application materials to colleges if your financial account is not settled with The Frederick Gunn School Business Office.***

## **THE COLLEGE SEMINAR**

Seniors participate in a College Seminar that meets regularly during a Flex Block in the fall term. The Seminar's topics will include standardized testing, essays, applications, submissions, CIALFO, and financial aid. The Seminar will meet every other week and will be supplemented with individual meetings with the college counselor. All seniors are expected to attend the Seminar unless given explicit permission by their college counselor. The Seminar will provide regular "touch points" for students as they navigate the college application process.

## **THE COMMON APPLICATION**

The Common Application is accepted by over 900 colleges and universities, both public and private. Member schools encourage its use and accept it without prejudice. It allows students to complete one college application and submit it to any member school. The application and college-specific supplements are available online at [www.commonapp.org](http://www.commonapp.org). This is a secure website which allows students to complete and send applications electronically. Establish a username and password and begin filling out the appropriate sections of the application. When completing the application, follow directions carefully, check all spelling, and save frequently. All boarding students should use their school address as the temporary mailing address in order to receive admission correspondence in a timely manner. Enter your home address as the permanent address. Your personal essay should be imported from Word or Google Docs into the electronic application. The Frederick Gunn School uses its own forms for Secondary School Report, Teacher Evaluations, and Midyear Report.

Many schools also require an application supplement. Supplements are available online at [www.commonapp.org](http://www.commonapp.org) or may be accessed from college websites. It is the student's responsibility to obtain, complete, and submit supplements.

## **THE COALITION FOR ACCESS AND AFFORDABILITY APPLICATION**

In 2015, approximately 80 colleges and universities worked to create a new college application with the goal of improving access for students who do not have the resources available at schools like The Frederick Gunn School. The web-based Coalition platform includes a "virtual locker" where students can store work, a "collaboration space," where students can put their work to share with teachers, and the application itself. Many of the Coalition tools aim to replicate the attention students receive at small schools like Gunn. Except in a very few cases, the Coalition application does not replace the Common Application. At least in the first few years of its existence, we do not anticipate that the Coalition application will impact Gunn students in a significant way.

## **TEACHER RECOMMENDATIONS**

Most colleges require two teacher recommendations as part of the application. Juniors are asked to request at least one teacher recommendation before leaving at the end of the year. A second request is due to the College Counseling Office by September 30th. Teacher recommendations are obtained by completing the Course Reflection Form, speaking to the specific teacher, and returning the signed blue sheet to the College Counseling Office. Once the form is returned, the teacher recommendations are handled by the College Counseling Office and students can focus on other aspects of the application. It is imperative that students follow the teacher recommendation deadlines to ensure that teachers can complete the recommendations in a timely manner. Teachers will make every effort to complete recommendations for late requests but cannot guarantee they will be completed by application deadlines.

Ideally, students should ask teachers from different disciplines (i.e. math and English) who have taught them in their junior or senior year, and who they believe will write supportively of them. Advisors and coaches should not write recommendations unless they have taught the student in the classroom. Teachers have been advised to counsel students to other teachers if they do not feel that they can write a supportive recommendation.

In order to obtain the best and most supportive recommendations, written recommendations must remain confidential and cannot be viewed by students and parents. Recommendations are reviewed by the college counselors before being sent to colleges.

## **WRITING ESSAYS**

Only one part of your college application is not history – the essay. Your grades, your standardized test scores, and your extracurricular activities reflect your past accomplishments. The essay is your chance to speak directly to the college admissions officers and is the one part of the application over which you have complete control.

The college admissions staff wants to see your ability to:

- Communicate your thoughts in a coherent manner.
- Produce a clear, grammatically correct essay.
- Focus on a topic.
- Illustrate your depth of insight into a subject.
- Think about yourself and your feelings.
- Convey those feelings about the chosen topic.
- Be creative, innovative, and original.

When deciding on a topic, choose something that:

- Is important to YOU.
- Best showcases your assets and achievements.
- Is unique, intriguing and a story only you can tell.
- Shows your character and personality.
- Tells something about you not detailed elsewhere in your application.
- Illustrates a "life lesson" or turning point for you

When you approach the essay:

- Allow yourself some "thinking" time and write down your ideas.
- Talk out possible topics with friends, teachers, or parents.
- Write from your own personal perspective.
- Make an outline.
- Leave enough time. Good writing does not happen in one draft.
- Conform to guidelines – stick to the recommended length.
- Read over your essay carefully. Read it aloud. Be alert to ways you can add more detail and eliminate repetitive phrases.
- REVISE, REVISE, REVISE. Ask someone whose opinion you respect to read your draft and tell you what he or she thinks you are saying and how effectively you convey it.
- PROOFREAD, PROOFREAD, PROOFREAD. Get help from your English teacher, from your parents, from your college counselor. Your essay must be free of errors.

## **SUBMITTING APPLICATIONS**

Once you have completed your applications and supplements, you are ready to submit. The College Counseling Office cannot process your information until you have submitted your application. To minimize confusion, all communication about applications must be conducted through CIALFO using the steps below.

### *Steps for Submitting Applications*

1. Confirm that your college counselor is aware of the school(s) to which you are applying and the applicable deadlines.
2. Complete your applications and ask your college counselor to assist you and/or to review them.
3. Have your essay reviewed by your college counselor and/or another teacher.
4. Contact the testing agency to have your test scores (SATs, ACT and TOEFL, if needed) sent to the colleges where you are applying. You can access your scores at [www.collegeboard.com](http://www.collegeboard.com) (for SAT), [www.actstudent.org](http://www.actstudent.org) (for ACT), or [www.toefl.org](http://www.toefl.org) (for TOEFL).
5. On CIALFO, in the "Schools > Applications" area, make sure you have moved the school(s) from the "Longlist" or "Shortlist" and moved them to "Applying." Also be certain that you have completed the FERPA agreement in "Recommendations."
6. Always preview your application materials before submitting. Remember, colleges see what you see. Edit and abbreviate if necessary to be sure your responses appear completely and correctly in the application preview.
7. Submit your application through the Common Application or individual college website (NOTE: complete application submission means the application, supplement, and application fee have all been submitted).
8. On CIALFO, once you have submitted your applications, ensure that the "Result" for each of your schools reads "Submitted." This is the College Counseling Office's prompt to send your transcript, Counselor Recommendation, Teacher Recommendations, and Secondary School Report to that college.

## **AFTER APPLICATIONS ARE SUBMITTED**

After applications are submitted, students enter what can be a trying time – the waiting period. In the online era, students receive numerous email correspondences from colleges during this time. Some of the most common notices are addressed below.

### *Automated Responses*

Often, an automatic response will be generated when you submit applications reminding you to request to have your school send transcripts, recommendations, etc. This response may come immediately or several days after you submit. Use this reminder to confirm that the "Result" for each school you have applied to reads "Submitted."

### *Mid-year Reports*

Colleges often request a "Mid-year Report" from you. If you apply early in the year, the colleges receive an initial transcript and will receive your fall term grades when they are available. If you apply after mid-December, the transcript we send to colleges is the "Mid-year Report". As winter term grades become available, the College Counseling Office updates college admissions offices.

### *Processing Time*

College admission offices are inundated with documents (electronic or otherwise) during the fall and winter; and it can take several weeks to process documents to student files. This means that even after The Frederick Gunn School sends your information, considerable time may elapse before it is noted as "Received" by colleges.

### *Missing Files*

Despite the best efforts of the College Counseling Office and college admissions offices, given the volume of online submissions and paperwork, documents do go astray. Most often, colleges will contact the College Counseling Office when they need information to complete your admissions file. If you receive notice that your file is incomplete, please forward it to the College Counseling Office, and we can help you determine how to proceed.

Keep these items in mind as you receive communications from schools and always let the College Counseling Office know if you are contacted about missing information, acceptances, denials, or deferrals.

## **SPECIAL CONSIDERATIONS FOR INTERNATIONAL STUDENTS**

Most college websites have a link for International Applicants which detail additional paperwork that students must submit. Read these websites carefully as the requirements may differ slightly.

### *TOEFL*

International students for whom English is not the first language will need to take the Test of English as a Foreign Language (TOEFL) in order to apply to US colleges and universities. It is recommended that the TOEFL be taken during the summer. However, if necessary, the TOEFL is offered at a variety of locations in Connecticut several times during the academic year. Students should contact the Dean of Students Office to arrange taking the test.

### *I-20 and F-1 VISA*

A copy of a valid I-20 and your VISA page in your passport must be provided to colleges with applications. The Frederick Gunn School's Dean of Student's Office maintains copies of student's I-20's. International students may need to obtain a copy of these documents and provide them to the college admissions office.

### *Financial Aid*

Not all US colleges and universities offer financial aid to international applicants. If you will require financial assistance, research the college's policies on granting international aid and contact the institution's financial aid office for further information.

### *Certification of Finances*

In order to obtain a visa for study at a US college or university, applicants must provide statements certifying that their family has sufficient finances to support them for the first year and beyond. Generally, a certified bank statement is required, though specific requirements should be accessed from individual college websites.

### *SEVIS Transfer Form*

When you have made an enrollment deposit at one college, you will need to arrange to have your SEVIS registration transferred from The Frederick Gunn School to that institution. Please provide the Dean of Student's Office with the transfer form provided by your college.

## **GLOSSARY**

<b>ACT</b>	A standardized test that may be submitted instead of SAT's. Scores are reported in four subjects plus a composite (average). The ACT with the Writing section is required by most colleges. Scores range up to 36. Visit <a href="http://www.actstudent.org">www.actstudent.org</a> to register.
<b>CEEB Code</b>	The College Entrance Examination Board code number that is required on applications and standardized test registrations.  <b>The Frederick Gunn School's CEEB code number is <u>070825</u></b>
<b>CSS/PROFILE</b>	A financial aid form used by colleges and universities to determine financial need, generally submitted in conjunction with the FAFSA. The PROFILE carries a modest fee and not all colleges require it. Check with the college financial aid office to determine which forms are required. Register at <a href="https://cssprofile.collegeboard.org/">https://cssprofile.collegeboard.org/</a>
<b>Common Application</b>	A standard application accepted by more than 900 colleges. After creating a username and password at <a href="http://www.commonapp.org">www.commonapp.org</a> students can complete and submit applications online.
<b>Division I, II, III</b>	Designations for college athletic programs. Division I and II athletes must be certified by the NCAA Eligibility Center. Division III schools do not offer athletic scholarships.
<b>Early Action (EA)</b>	A <u>non-binding</u> plan for early notification. Students may still apply to other schools. Students may be deferred and reconsidered in the regular decision cycle.
<b>Early Decision (ED)</b>	A <u>binding</u> plan for early notification. If accepted, the student agrees to attend and to withdraw all other applications. Students may be deferred and reconsidered in the regular decision cycle.
<b>ED II</b>	A second, later deadline for Early Decision which is also <u>binding</u> .
<b>Enrollment Deadline</b>	May 1 <sup>st</sup> is the final date to deposit at one school (National Deposit Day). Once enrolled, a student may request to defer enrollment for one year.
<b>Deferred Admissions</b>	<i>College Initiated:</i> When a college wants to review an ED or EA application again with the regular decision pool of applicants or when a school offers entry at a later date.  <i>Student Initiated:</i> An opportunity for a student who has been admitted to delay or defer enrollment for a year or a semester.
<b>FAFSA</b>	Free Application for Federal Student Aid. Used by colleges to determine eligibility for federal financial aid funds. Register at <a href="https://studentaid.gov/">https://studentaid.gov/</a> .
<b>Financial Aid</b>	Need-based aid is offered by the federal government and by colleges. Awards generally include grants (which do not need to be repaid), loans (which must

	be repaid), and work-study (funds earned through on-campus jobs during the school year). Need is determined through use of the FAFSA, the CSS/PROFILE, and the college's own financial aid forms (if used). Parents are responsible for completing the forms.
<b>Merit Aid</b>	Non-need based aid offered by many colleges hoping to attract highly qualified students. Merit aid varies greatly from school to school, but is generally offered to the strongest students in the applicant pool.
<b>NAIA</b>	National Association of Intercollegiate Athletics. Approximately 300 schools (most in the West, Midwest and South) compete under the NAIA, rather than the NCAA. Information regarding the NAIA is available at <a href="http://www.playnaia.org">www.playnaia.org</a> .
<b>NCAA</b>	National Collegiate Athletic Association. Governing body for most college athletics. NCAA certifies athletes who hope to compete at Division I and II levels. Register at <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a>
<b>PSAT</b>	The Preliminary Scholastic Assessment Test is taken by sophomores and juniors at The Frederick Gunn School. The PSAT is the qualifying exam for all National Merit Scholarship programs and also serves as practice for future standardized testing.
<b>Regular Decision</b>	The most common admissions plan. Deadlines are in January or February for many private colleges and earlier for state universities.
<b>Rolling Admission</b>	Decisions are made as application files are completed. Early application to schools with rolling deadlines is highly recommended.
<b>SAT</b>	Standardized test required by most colleges. Scores range from 200-800 in Critical Reading, Math, and Writing sections. See <a href="http://www.collegeboard.org">www.collegeboard.org</a> for more information.
<b>Supplement</b>	Many colleges and universities require a supplement be submitted in addition to the Common Application. Many are generally brief, but some require an additional essay. Supplements can be found either on the Common Application website or on individual college websites.
<b>TOEFL</b>	The Test of English as a Foreign Language is taken by students whose native language is not English. The TOEFL is taken off campus at a designated test center.
<b>Wait List</b>	A list of applicants considered qualified for admission but placed "on hold". Wait list candidates must decide whether they want to remain on a wait list or accept an offer of admission from another college. A student remaining on a wait list may not be notified before May 1 <sup>st</sup> and will have to deposit at another school.

## **BIBLIOGRAPHY FOR STUDENTS AND PARENTS**

Bruni, Frank

*Where You Go Is Not Who You'll Be: An Antidote to the College Admissions Mania*

Coburn, Karen and Madge Lawrence Treeger

*Letting Go: A Parent's Guide to Understanding the College Years*

Fiske, Edward B.

*Fiske Guide to Colleges 2023*

Gelb, Alan

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Lythcott-Haims, Julie

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McGinty, Sarah Myers

*The College Application Essay: Revised Edition*

Pope, Loren and Hilary Masell Oswald

*Colleges That Change Lives: 40 Schools That Will Change the Way You Think About Colleges*

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Sabky, Rebecca

*Valedictorians at the Gate: Standing Out, Getting In, and Staying Sane While Applying to College*

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*Who Gets in and Why: A Year Inside College Admissions*

## **APPENDIX A: GOOD FAITH AGREEMENT**

### **STUDENT RESPONSIBILITIES**

The Frederick Gunn School College Counseling Office is committed to the principle that the college search and application process is one for which the students must take ownership. While the College Counseling Office is available and eager to assist and guide,

- *Students are responsible for knowing college admissions requirements and deadlines.*
- *Where standardized test scores are required, students are responsible for sending scores from the applicable testing agency.*
- *Students are expected to maintain close contact with the College Counseling Office so that we can assure your needs are being met throughout the process.*

Please refer to the College Counseling Handbook for a complete listing of student and office responsibilities.

### **EARLY DECISION AGREEMENTS**

Early Decision Agreements are signed by the student, parent/guardian, and counselor, and represent a binding agreement to attend the college if accepted. These agreements are signed by your college counselor with the understanding that the agreement will be upheld.

### **DEPOSITING PRACTICES**

The submission of a deposit to a college or university is an agreement to attend that institution. In the event that you deposit at an institution and are subsequently accepted from a waitlist, you will likely forfeit your deposit. However, *putting a deposit down at two or more schools is a practice that the College Counseling Office will not support. The Frederick Gunn School will send a final transcript to only one institution at the end of the senior year.* "Double depositing" reflects poorly on the applicant and The Frederick Gunn School and is a detriment to all future Gunn applicants at the institution.

### **MEDICAL LEAVE**

Please refer to the Student Handbook for information about the school's medical leave policy and the college application process.

### **DISCIPLINE REPORTING**

Students are expected to disclose all pertinent information on their college applications. If a college application asks specific questions about discipline, it is the student's responsibility to respond honestly. If there is a change in the disciplinary status of a senior that results in temporary or permanent separation from the school or if a student voluntarily withdraws from school prior to graduation, the student must notify the colleges to which he/she has applied within two weeks of the date of the change in status. At the end of this two-week period or one week prior to graduation, whichever comes first, the College Counseling Office will notify colleges in writing of the change in status. Should the College Counseling Office be asked for verification regarding discipline, separation, or withdrawal, the school will confirm the student report, but will refer the college back to the student/family for further details.

If a student is found responsible for sexual misconduct and is dismissed, or if a student withdraws during the investigation and is found responsible, the School will not recommend the student to another high school, college, university, or potential employer. In this event, even if no Release of Information form has been completed for the student, the Head of School, in consultation with members of the Audit & Risk Committee of the Board of Trustees, may determine that any institution that has recently requested and/or is requesting the student's transcript will be informed that the student was found responsible for sexual misconduct and dismissed.

**Note:** If a student under disciplinary investigation for sexual misconduct withdraws, the investigation and adjudication process will nevertheless be completed.

## **APPENDIX B: UNDERCLASSMEN AND THE COLLEGE PROCESS**

### **FRESHMEN**

#### **AS A FRESHMAN, YOU *SHOULD*:**

- Take time to adjust to your new school.
- Figure out how to effectively learn in class and study out of class.
- Work towards balancing the academic, social, and athletic commitments of The Frederick Gunn School.
- Work towards success in each class, and understand how that class sets you up for the next class in that discipline.
- Get involved with a club or activity that interests you.
- Talk to your advisor about choosing classes for sophomore year that will satisfy your requirements for The Frederick Gunn School and will form a solid foundation for your transcript that will be sent to colleges.

#### **AS THE PARENT OF A FRESHMAN, YOU *SHOULD*:**

- Understand that your son or daughter is adjusting to a completely different atmosphere and that grades may not be their foremost concern.
- Know that the adjustment period takes varying amounts of time for each student.
- Recognize, just as colleges do, that becoming a strong student does not happen immediately.
- Recognize that one bad grade will not ruin your child's college aspirations.
- Encourage your child to get involved and interested in his or her own success.
- Be wary of using college as a threat. The process has enough inherent stress as is.
- Not worry about SAT testing, tutoring, etc. The PSAT, taken in the sophomore year is good practice and will give a sense of how your child might fare on the SAT.

## SOPHOMORES

### AS A SOPHOMORE, YOU **SHOULD**:

- Continue to mature as a student. Hone your ability to work on your own, without someone forcing you to do so.
- Work to identify those subject areas that truly interest you and that you would like to pursue further.
- If you have not already, get involved with a club or activity that interests you.
- Take the PSAT. You do not need to study, but be sure to get a good night's rest and take the test seriously.
- Talk to your advisor about picking classes for junior year that will satisfy your requirements for The Frederick Gunn School and continue to form a solid transcript to send to colleges.
- Look for a summer job/activity that will impact you as an individual.
- Don't be discouraged if your PSAT scores are not what you hoped. They are merely an indicator of your relative strengths and weaknesses. Use the scores as a tool to help you prepare for the SATs.

### AS THE PARENT OF A SOPHOMORE, YOU **SHOULD**:

- Look for and encourage an increasingly serious approach to academics in your child.
- Encourage your child to find and pursue his or her interests in and out of the classroom.
- Continue to recognize that one bad grade will not ruin your child's college aspirations.
- Not despair about PSAT scores if they are not what you hoped.
- Use PSAT scores as an indicator of what your child may need to work on to better prepare for the SATs
- Be wary of using college as a threat. The process has enough inherent stress as is.

## JUNIORS

### AS A JUNIOR, YOU **SHOULD**:

- Approach your academics with seriousness and determination. Much more is expected of you in the classroom this year.
- Utilize your advisor and the College Counseling Office as a resource as questions come up about college.
- Understand that your grades in your junior year are examined closely by colleges.
- Take the PSAT in the fall. Use the results to help you prepare for taking the spring SAT.
- If you haven't already, get involved with a club or activity that interests you.
- Meet with the College Counseling Office to actively begin the college process.
- Talk to your advisor and the College Counseling Office about picking classes for your senior year that will satisfy your requirements for The Frederick Gunn School and round out a solid transcript to send to colleges.
- Find a summer job/activity that will stretch you as a person, something that you may be able to write about for a college essay.

### AS THE PARENT OF A JUNIOR, YOU **SHOULD**:

- Encourage your son/daughter to start thinking about college.
- Examine test scores and think about ways to improve.
- Know that the academic record in the junior year is examined closely by colleges.
- Urge your student to look into a variety of colleges, stressing the need to find a compatible school, rather than just schools with which they are familiar.

## **APPENDIX C: MAJOR SOURCES OF FINANCIAL AID**

Complete information available at [studentaid.gov](http://studentaid.gov).

<b>Grants (no repayment)</b>			
<b>Program</b>	<b>Description</b>	<b>Selection &amp; Eligibility</b>	<b>How to Apply</b>
Federal Pell Grants	Foundation of federal aid - other awards may be added	Determined by financial need (EFC) and Cost of Attendance - \$6,895 maximum	Complete FAFSA online
Federal SEOG (Supplemental Educational Opportunity Grant)	Federal program for students with exceptional need	Determined by financial need (EFC) - \$4,000 maximum	Complete FAFSA online
TEACH Grant	Federal program for students who intend to teach in schools for low-income families.	Determined by financial need (EFC) and scholarship - \$4,000 maximum	Complete FAFSA online Contact college financial aid office
Institutional Grants	College awarded grants, often referred to as Merit Awards.	Determined by the college financial aid office	Complete FAFSA online Contact college financial aid office

<b>Student Loans (must be repaid)</b>			
<b>Program</b>	<b>Description</b>	<b>Selection &amp; Eligibility</b>	<b>How to Apply</b>
Direct Subsidized Loan	Low-interest federal loan that does not accrue interest while in school full-time.	--	Complete FAFSA online Contact college financial aid office
Direct Unsubsidized Loan	Low-interest federal loan that does accrue interest while in school full-time.	Not based on demonstrated financial need	Complete FAFSA online Contact college financial aid office

<b>Parent Loans (must be repaid)</b>			
<b>Program</b>	<b>Description</b>	<b>Selection &amp; Eligibility</b>	<b>How to Apply</b>
Direct PLUS Loan	Federal parent loan with limit equal to cost of attendance less other financial aid received. Repayment may be deferred	Credit history	Complete FAFSA online Loan application with US Department of Education

<b>Federal Work-Study</b>			
<b>Program</b>	<b>Description</b>	<b>Selection &amp; Eligibility</b>	<b>How to Apply</b>
Federal Work-Study	For undergraduate and graduate students; part-time jobs can be on campus or off campus. Money is earned while attending school.	No annual minimum or maximum amounts. Determined by financial need	Complete FAFSA online Contact college financial aid office

<b>State/Local Aid*</b>			
<b>Program</b>	<b>Description</b>	<b>Selection &amp; Eligibility</b>	<b>How to Apply</b>
Town/County Grants	Various grants/scholarships available from local organizations	Financial need	Frederick Gunn School College Counseling Office or guidance office at your local public high school
Employer/Union/Specific Group Grants	Various grants/scholarships available from parent's employer or union	Financial need	Contact your parent's employer HR department
*When FAFSA is submitted to the US Department of Education, the information on the form is forwarded to the student's state assistance agency			

## **APPENDIX D: COLLEGE PROCESS CHECKLIST**

### **JUNIOR YEAR**

- October PSAT
- Full length practice ACT (December)
- Meet with college counselor (Winter)
- Log on to CIALFO
- Meet with college counselor and family (Winter/Spring)
- Create Prospective College list
- Contact coaches (if applicable)
- Research colleges – online, college guidebooks, college counselors
- Schedule visits/interviews
- April ACT
- May SAT, if applicable
- Request a Teacher Recommendation (before leaving school)

### **SUMMER**

- Optional June SAT/ACT (off campus – register on-line for location near home)
- Visit colleges and have interviews wherever possible
- Refine list of schools
- Identify applicable deadlines and requirements
- Write at least two versions of an essay

### **SENIOR YEAR**

- Fall standardized testing – plan on taking on or two tests
  - October, November and/or December SAT
  - September (off campus) or October ACT (on campus)
- Meet with college counselor for an update
- Have essay reviewed
- Review applicable deadlines and requirements
- Turn in Teacher Recommendation Form to College Counseling Office
- Finalize list on CIALFO, identifying any early applications (ED, EA, Rolling)
- Work on applications ([commonapp.org](http://commonapp.org) or college websites)
- Submit applications (see instructions on page 16 of this Handbook)

## **INFORMATION FOR THE COMMON APPLICATION**

**Graduation Date:** May 28, 2023

**School Address:** 99 Green Hill Road  
Washington, CT 06793

**CEEB Code:** 070825

<b>Counselor:</b>	Mrs. Kate M. McMann	Ms. Emily Abelson
<b>Title:</b>	Director of College Counseling	Associate Director of College Counseling
<b>Email:</b>	<a href="mailto:mcmannk@frederickgunn.org">mcmannk@frederickgunn.org</a>	<a href="mailto:abelsone@frederickgunn.org">abelsone@frederickgunn.org</a>
<b>Phone:</b>	(860) 350-0113	(860) 350-0165
<b>Fax:</b>	(860) 868-1614	(860) 868-1614
	Mr. Seth C. Low	Mr. Tyler Sheikh
	College Counselor	Associate Director of College Counseling
	<a href="mailto:laws@frederickgunn.org">laws@frederickgunn.org</a>	<a href="mailto:sheikht@frederickgunn.org">sheikht@frederickgunn.org</a>
	(860) 350-0148	(860) 350-0188
	(860) 868-1614	(860) 868-1614

### **SAT/ACT Test Dates (On-Campus):**

- October 1, 2022 SAT (National Testing Center)
- October 22, 2022 ACT (National Testing Center)
- November 5, 2022 SAT (National Testing Center)

### **College Application Deadlines:**

- Submit by **September 30th** to the CCO:
  - "Request for Teacher Recommendation" form (two teachers)
- By **November 1st** complete all applications for state universities or Early Decision/Early Action applications, submit online, and post progress on CIALFO
- By **December 15th** complete Regular Decision applications and update progress on CIALFO