

# High School and Beyond Handbook



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# Welcome

Dear Students and Parents,

Each year of high school is an exciting one, one that will help to prepare you for the post high school experience. The keys to having a successful plan for your post-secondary years are a meaningful discovery process, subsequent organization and effective implementation of an action plan. If college is your goal, it is imperative that if you have not already begun your research and or applications for the college of your choice, you do so immediately. If you are looking for a two year community college, technical school, vocational program or meaningful employment this process is no less demanding. Identifying your abilities and interests will assist you to narrow your scope for post high school options. Other topics to consider are public vs. private schools, admission criteria, SAT vs. ACT tests, scholarships, financial aid, transcripts and letters of recommendation. This list can feel overwhelming. Planning ahead is essential to reducing the level of stress you can experience through this process.

After reading this material, please feel free to contact our office or access our website should you require further information or have any questions.

Sincerely,

Wendy Simmons  
Counselor  
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# Four Year College Guidelines

## College Admission - General Information

### Admission Requirements

Each college and university has an individual and specific set of credit requirements they are looking for incoming students to have completed prior to enrolling in their institution. It is your responsibility to identify which credits in what content areas are needed for admission into the post-high school institution of your choice. This information can be found by researching the college or university website. If you have further questions you may also contact the admissions office directly. Most schools post this information both on the admission section of their websites and in their printed publications. Common terminology used will include “incoming freshman” or “undergraduate.”

### Testing

Most schools have an admission test or tests requirement. Colleges typically accept SAT as well as ACT test results. These tests are different in length and have a slightly different focus. Go online at [www.collegeboard.org](http://www.collegeboard.org) to sign up for the SAT and to read detailed information about the test. Accessing [www.act.org](http://www.act.org) will allow you to do the same for the ACT test. Please note that some schools also require one or more SAT II scores. These are tests that cover specific subject areas. The college or university you are interested in will list this requirement as well as any specific tests you must take prior to applying for admission. Students for whom English is their second language should consider taking the TOEFL/TSE as well. During test registration students will need to list the CEEB code of their home high school – the CEEB code is 480982. Official admission test scores are sent directly from the testing agency to your intended schools. You will be asked to list these schools during test registration. The school cannot send official test scores.

### College Applications

Most colleges today request you apply online. However, some still prefer hard copy applications. KNOW WHAT YOUR SCHOOL REQUIRES FOR ADMISSION. Read the fine print of every school to which you are applying. Will they ONLY accept applications online? Do they require the SAT as well as the SAT II? If they require the SAT II, which subjects do they request? What is the application deadline? If you are applying for Early Action or Early Decision, what is the deadline? If you are applying for an Honors program within a school, are there different guidelines for application? Are specific essay prompts required? Does your school accept The Common Application? If they do, which reports or supplements do they require you submit? If you want to be considered for college or university based scholarships is there a specific deadline or process to do so?

### Scholarships

There are numerous scholarships available to high school students (not just seniors)! Utilize all available resources to locate these opportunities. Web searches, word of mouth, scholarship reference books (available at the public library) and an updated Scholarship Bulletin are excellent sources of information. There is no one good location or website to find this information. Please plan on putting in the time and effort to find this “free” money for college.

### NCAA

If you plan to participate in intercollegiate athletics in college or apply for a sports scholarship please visit the [NCAA Eligibility Center](http://www.ncaa.org) website for more information and student registration.

# Four Year College Guidelines

## College Admission - Calendar

### FRESHMAN YEAR

#### September

Begin your ninth grade year with organization and focus. This year's grades are important as they are the first to be recorded on your official high school transcript. Create a high school plan by taking into consideration what types of courses are you interested in and what you might want to take while at the senior high school. What courses will prepare you for your pathway after high school? Think about joining a school club, sport or activity that is of interest to you.

#### October, November and December

Focus on learning this year. Participate in classroom discussions and activities. Ask questions. Think about your study habits – are they as strong as they should be? Are there areas you could work with family, friends or teachers to improve? Challenge yourself to do the best YOU can do!

#### January, February, March, April and May

Keep working to the best of your ability. Take advantage of opportunities you discover that are interesting to you, both at school and in the community. Start thinking about and researching possible careers and post high school programs you have interest in.

Create a list of activities, honors or awards. Anything you want to be certain you remember from grade 9 should be in one common location. Make an appointment with your 9th grade counselor to discuss course requests for sophomore year.

# College Admission Calendars

## College Admission - Calendar

### SOPHOMORE YEAR

#### September

Begin Sophomore year with organization and focus. This year's grades are as important as any other year. Work to show growth. Create or review your high school plan – what types of courses are you interested in taking as a Junior or Senior to prepare you for your possible pathways after high school. Think about joining a school club or activity that is of interest to you. Challenge yourself!

#### October

Consider taking the PSAT as an introduction to college admission testing. This experience introduce you to the format of the SAT I test and will provide you with individualized feedback highlighting areas of strength and areas for improvement. You will take this test again as a junior.

#### November, December and January

Discuss various types of colleges, universities, technical programs and occupations with your family, teachers and friends. The more information you know and gather about all of your options, the better you will be able to navigate through the remainder of high school. Start researching college majors – you may be surprised to find out what a Sound Wave Engineering or Ornithology major learns about while in college.

#### February, March, April and May

Update your list of activities, honors or awards. Anything you want to be certain you remember from grades nine and 10 should be in one common location. Create or update your resume – this may come in handy when applying for summer jobs, internships or volunteer opportunities. Make an appointment with your counselor to discuss course requests for junior year and possible summer plans.

# College Admission Calendars

## College Admission - Calendar

### JUNIOR YEAR

<b>September</b>
Begin junior year with organization and focus. This year's grades will be the last to factor into your cumulative grade point average as you begin applying to post high school programs.
<b>October</b>
Register to take the PSAT. This is excellent preparation for the SAT I college admission test as well as an opportunity to qualify for the National Merit Corporation Scholarship Program.
<b>November and December</b>
Continue thinking about the type of college, university, community college, technical college or vocation you would like to pursue after high school. Research schools online and visit them in person when possible. Attend college representative visits in the career center. Starting early will help eliminate stress and anxiety later on. Undecided on a major? That is okay! Undecided on a public or private school? Look at both! Undecided on size or location? Look at all types of programs using all of the resources available to you at either Emerson K-12 or Emerson High School and beyond.
<b>January and February</b>
Sign up to take the SAT or ACT in early or late spring (March, April, May or June). Begin to prepare by utilizing your PSAT results. Look into spring events at the schools you have determined you are interested in. Start looking into scholarship opportunities and locate any information on possible summer programs if interested. Use course registration materials to select appropriately challenging classes for your senior year schedule.
<b>March and April</b>
Update your list of activities, honors or awards. Anything you want to be certain you remember from grades nine, 10 and 11 should be in one common location. Create or update your resume – this may come in handy when applying for summer jobs, internships or volunteer opportunities. Make an appointment with your counselor to discuss course requests for senior year and summer plans.
<b>May and June</b>
Begin to do the hard work of narrowing down your list of possible options for after graduation. College applications can take quite a bit of time, effort and attention and you want to be certain you are using your efforts and resources applying to schools you are actually very interested in attending.

# College Admission Calendars

## College Admission - Calendar

### SENIOR YEAR

#### September and October

Get organized. Know your due dates and do not procrastinate. Sign up for October or November SAT I, ACT or SAT II tests if necessary. Most colleges and technical schools have orientations for potential incoming freshmen. These orientations can range from a short tour to overnight events for both parents and students. Go online to the individual institutions and register ahead of time. Plan to attend the college fair in Seattle in the fall, as well as to sign up for college visitations here in the Career Center.

#### October and November

Continue college application process. Prepare to submit your complete applications as soon as your college or university is ready to accept them. Do not forget to reference the information in this handbook for letters of recommendation – IF you need them, plan on contacting teachers and/or counselors early in the school year for a strong letter of recommendation.

#### October, November, December and January

If you are applying for financial aid, go online for the [Free Application for Federal Student Aid \(FAFSA\)](#). This is a free application for federal aid and most, if not all, scholarships require a reference to the FAFSA. Applications may be submitted starting October 1. The FAFSA is submitted online and “signed” by both student and parent. Check with your colleges to see if any additional financial aid forms are required by their office.

**Complete remaining college applications and follow up with each school to confirm that you have submitted all required information. This step is vital as your application will not be processed by admissions offices until it is complete.**

#### February, March, April and May

May 1 is the typical date that colleges and universities request a decision to accept or reject their offer of admission. Make contact with the schools that have offered you admission and notify them of your final decision. Notify the counseling center secretary of any scholarships that you have received by providing a copy of your award letter or notification. Make contact with the sponsor of any scholarship you have received to thank them and give them the address and name of the college that you will be attending. Notify your counselor of your final admission decision once you have accepted.

# Post High School Goals

## LWSD diploma and college admission readiness

Subject	Minimum Requirements for LWSD	Minimum Requirements for Public, Four-Year Colleges, and Universities	Recommended Courses for Highly Selective Colleges, and Universities
English	4 credits	4 credits	4 credits
Math	3 credits (ALG 1, GEO & ALG 2**)	3 Credits (Minimum ALG 1 & GEO <b>AND</b> ALG 2 (1.0 credit Math in Senior Year)	3-4 credits
Science	3 credits	2 credits of Lab Science, including one credit of algebra-based biology, chemistry, or physics	3-4 credits
Social Studies	3 credits	3 credits	3-4 credits
World Language	2 credits*	2 credits (of the same Language)	3-4 credits
Visual or Performing Arts	2 credits*	1 credit	2-3 credits
Health & Fitness	1.5 credits PE .5 credit Health	<b>College Admission Requirements will vary by school – check the admission requirements listed at each institution.</b>  <b>Students must have a minimum 2.00 cumulative grade point average at time of application (most colleges will require a more competitive GPA). Students must complete Algebra 2 or higher.</b>	
Occupational Education	1 credit		
Electives	4 plus credits (to meet total credits needed)*		
<b>TOTAL</b>	24 credits		

\*In addition to earning a minimum of 24 credits, students must complete all additional district and state graduation requirements. As part of a student's Personalized Pathway in their High School & Beyond Plan may waive up to 1.00 ART credit and 2.00 World Language Credits to Elective. This information can be found in the Course Catalog, on the LWSD website and through the Office of the Superintendent of Public Instruction.

\*\* Algebra 2 recommended or a 3<sup>rd</sup> year of high school mathematics aligning with the students interests and High School and Beyond Plan.

# Admissions Options

As you look over application materials, you will encounter a host of admission options: early decision, early action, rolling admission, deferred admission, and mid-year or summer entrance and more! Be sure you understand the exact terms and your responsibilities under the plan or plans at the colleges to which you are applying.

## Early Decision

This is one of the oldest options, and exists at many good private colleges across the nation. As an early decision applicant you complete your application for admission (and financial aid, if appropriate) early in the fall of your senior year, usually by November 1 or 15. The college will generally render a decision by December 15.

At some schools, there are now two rounds of Early Decision. The second deadline is usually one month later than the first giving students a little more time to decide if this is the best option.

If you plan to apply for financial aid, be sure to complete the CCS/Financial Aid Profile application as soon as you know you are applying for Early Decision. Most schools use the Profile for making their financial aid awards. Early Decision applicants receive the same financial aid offers as they would as a regular applicant.

There are two types of Early Decision plans: a “single choice” approach whereby you may not apply to other colleges until the Early Decision college decides on your application; and a “first-choice” approach that allows you to apply to other colleges, but requires you to withdraw those applications if accepted by the Early Decision college.

**What you must remember about early decision is that if you are admitted under this plan in the fall of your senior year, you are officially obligated to enroll at that college the next fall, and must withdraw any applications you have sent to other schools.** A signed Early Decision Agreement Form is a required part of your application. So while there can be a great advantage in applying early decision — if you are accepted you will have successfully resolved your college plans quickly — it also leaves you no flexibility. **While you may withdraw from that college, you may not file applications elsewhere that school year.**

Do not apply under this plan unless you have a reasonable chance of being accepted under the typically rigorous standards. Only very strong applicants are admitted — others are transferred to the general application pool or in some cases admission is denied if the candidate is clearly not competitive.

*Note: You will not be able to compare aid packages offered by several institutions if you make an early decision commitment.*

## Early Action

Like early decision, the Early Action option permits application in the fall, usually by November 1 or 15. The college usually renders a decision on your admission by mid-December. However, if you get an early action acceptance, no commitment is demanded, and you have until May 1 to decide whether to enroll.

## Rolling Admissions

Many colleges and universities do not wait until they have assembled a huge group of applications before they make admission decisions. Instead, they use a rolling admission, which essentially means that they will render a decision as soon as an applicant’s file is complete. Keep the following point in mind when applying to a college with rolling admissions:

Submit your application as soon as possible. The longer you wait, the harder it may be to get admitted, as places in the class may have already been taken by other students.

# Admissions Options

## **Deferred Admission**

Under this program a student applies to a college in his senior year. If accepted, the student may spend the next year pursuing work, travel or extra-curricular activities full time, and start college the following year. Plans vary from informal to structured, but colleges usually want to know what you have in mind for your year off. The advantage of this program is that it allows you to take time off from school while still providing the security of knowing that you have a college to go to at the end of your year away.

## **Mid-Year or Summer Entrance**

Increasingly, institutions find themselves opening their doors to students between semesters or quarters. You may be able to apply for entrance during the spring or summer and in many cases your chances of admission may be better at these times of year, although the situation will vary from year to year and college to college. Summer can be a particularly good time to get an early start at fulfilling general education requirements and easing into the college setting.

# Campus Visits

A very important part of determining if a school is a 'good fit' for you is visiting campus in person.

At most campuses, weekdays are the best days to visit since you can best see the day-to-day campus life while the full administrative staff, faculty, and students are on campus.

If you are unfamiliar with the institution or its programs, request a general interview with an admissions counselor. College personnel are happy to talk with you and tell you about their school. Make the most of this and other appointments by asking questions. (If you tend to be shy, prepare some questions in advance.) If you do not understand something, do not be afraid to ask questions or request further information. This is also a good time to check into special programs in which you may have an interest such as honors, credit by exam, clubs, sports, or minority programs. It is a good idea to have a copy of your transcript with you as well.

If possible, you should write or call the admissions office two weeks in advance, informing them of the day and time of your arrival on campus. Request appointments and activities which you would like arranged for you (such as those listed below) in advance as well.

- If you have a specific question about a particular program or major, request an appointment with an appropriate faculty advisor.
- Request a tour of the campus, including the dormitories.
- If you have any questions about financial aid, check with the financial aid office during your campus visit.
- If you would like to get an idea of what college classes might be like, ask if you could visit a class or two.
- If you would like to stay for two days, see if there are lodging arrangements available for visitors. Often inexpensive stays can be arranged in dormitories, fraternities, or sororities.
- Ask if you can buy lunch in a dormitory or campus café. It is a good way to get a feel for the campus.
- Pick up a college newspaper. Reading it tells you what is important to the students.
- Take notes and pictures from each visit. It is easy to forget or get confused once you return home.

# College Entrance Tests

Most colleges require applicants to take a college entrance test. The results are used by the college to determine whether the student has the academic aptitude and educational background necessary for success in the college and/or in placing students in the appropriate courses. Since colleges vary in their test requirements, the applicant must check with each college for specific information. In most cases, the applicant need take only one of the following tests.

	ACT	SAT
<b>Fee</b>	\$63 - Subject to change \$88 - ACT Plus Writing	\$60 - Subject to change
<b>Content</b>	25% English, 25% Mathematics, 25% Reading, 25% Science Reasoning, Optional Essay	One-third Critical Reading, one-third Mathematics, one-third Writing
<b>Purpose</b>	Measures academic achievement in English, math, reading, and Science reasoning; contains verbal and numerical analytical and problem-solving exercises.	Designed to measure academic aptitude.
<b>Scoring Method</b>	Scores based on number of right answers. No penalty for guessing.	Scores adjusted for guessing.
<b>Test Score Scales</b>	Range of 1- 36 in each of 4 areas tested. ACT Composite:1-36 (Average of 4 Test Scores)	Range of 200 - 800 in each of the 3 areas tested. SAT I Total: 600 - 2400
<b>Vocational Guidance Information</b>	Moderate, includes an interest inventory.	None
<b>Registration</b>	By mail or on-line in advance at <a href="http://www.actstudent.org">www.actstudent.org</a>	By mail or on-line in advance at <a href="http://www.collegeboard.com">www.collegeboard.com</a>
<b>Test Dates</b>	It is important to meet registration deadlines; register at least 4 weeks before test date.	It is important to meet registration deadlines; register at least 6 weeks before test date.

Emerson K-12 Testing Code = 480982  
Emerson High School Testing Code = 480542

## On Test Day

Have a good breakfast. Allow plenty of time to get to the test center. When taking the test, be sure to follow all directions carefully. Answer all questions you are sure you know first, then go back to see if you can answer the others. If you can rule out one or more answer choices, it is usually to your advantage to guess from the remaining choices. Budget your time carefully, work as rapidly as possible, and do not panic. If your mind goes blank, move to the next question. Go back and review if you have time, but do not change answers unless you are sure.

# College Entrance Tests

## Multiple-Test Taking

If a student chooses to take a test more than one time, admission offices usually consider the test with the highest set of scores.

## Test Preparation

Test preparation materials are available in the Career Center, at the Public Library or at local bookstores. Multiple sources of online and private preparation are also available for free or for a cost.

## National Test Dates

National test date information for the SAT and ACT can be found by referencing their websites:

[www.collegeboard.org](http://www.collegeboard.org)

[www.act.org](http://www.act.org)

Saturday Testing Typical

Saturday Testing Typical

## Score Reporting

ACT, SAT and AP scores must be sent directly from the testing agency to the college or university of your choice. If you did not identify a particular school on your registration information, information on how to send test score reports are available on [collegeboard.com](http://collegeboard.com) or [actstudent.org](http://actstudent.org)

**NOTE:** AP Test Scores should only be sent to the post secondary institution that a student enrolls at as a freshman. Each college or university will apply their unique policy toward acceptance of AP test scores for potential credit at their school. For more information reference the AP section of this handbook.

# College Entrance Tests

## How To Write A High-scoring SAT Essay

For many students, the most frightening part of the new SAT will be the essay portion of the test. Students should keep in mind that they are not going to be expected to produce a perfect piece of writing in 25 minutes. But while the essay graders expect to see a few minor mistakes, they also expect an organized and readable piece of writing that makes an argument supported by real examples. Kaplan's THINK-ORGANIZE-WRITE-FIX (TOWF) method will help students write a more effective essay. After reading the quote(s) and the assignment, students should follow these steps.

### Step 1: Think About The Topic (2 Minutes)

Do not write anything yet. The assignment question is going to be very broad. To narrow it down, you will need to:

- Pick a side: Decide whether to agree or disagree with the topic statement.
- Choose your examples: Use two or three concrete examples from personal experiences, current events, history, the arts, or science and technology to support your position.
- Use specific evidence: Cite evidence to support your example.

### Step 2: Organize Your Paragraphs (5 Minutes)

Here is how your essay should be organized.

- First paragraph: Clearly state your argument. Briefly mention the evidence that you're going to cite in support of that argument.
- Middle Paragraphs (2-3): Explore and explain your evidence in detail; show how it supports the argument.
- Last paragraph: Briefly summarize your argument.

### Step 3: Write Your Essay (15 Minutes)

To write your strongest essay, follow your outline.

Write clearly and concisely, using complete sentences and proper grammar.

### Step 4: Fix Any Mistakes (2 Minutes)

Proofread your essay. Hopefully, you may only need to fix minor grammatical and/or spelling errors, change a few words here and there, and maybe add a sentence or two for clarity's sake.

*Adapted from Kaplan's The New SAT Writing Workbook*

# Financial Aid and Scholarships

The basic question of how to finance a college education is uppermost in the minds of students and parents. Parents should realize the family's financial strength is dependent on a combination of things such as assets, liabilities, family size, and medical expenses. Parents and students are responsible to help pay college costs. If the costs cannot be met, the student has the opportunity to apply for financial aid.

It is important that students meet scholarship deadlines on time. Information regarding sources of money for college can be obtained from the financial aid office of the college of your choice as well as from the Career Center.

Most scholarships are based on financial need. Very few colleges provide full scholarships. Aid is offered most frequently in the form of an aid package: a scholarship, a grant, a loan, and a job opportunity in some combination. The following is some common financial aid terminology:

1. **FAFSA** (Free Application for Federal Student Aid): Complete and submit [FAFSA application](#) online. The information will be sent to the college you have indicated. Most scholarships and financial aid are distributed by the schools as a result of this information. Some colleges may request CSS/Financial Aid PROFILE instead of/or in addition to the FAFSA. Note: Admissions and financial aid deadlines are often different; be sure to meet each deadline as stated by the college or your choice.
2. **Pell Grant**: These grants are need-based and will help eligible families with financial aid. You may use the FAFSA to apply for the Pell Grant.
3. **Specific Scholarships**: These scholarships are offered by schools, businesses, companies, and organizations. Information is available in the Career Center on numerous scholarships. It is students' responsibility to explore the information available in the Career Center and meet the deadline and requirements of the specific scholarship for which they are applying.
4. **Personal Scholarships**: These scholarships may be made available to you through your parents' jobs and/or social organizations. Money may also be available through the Veteran's Administration.
5. **Athletic Scholarships**: Any student applying for an athletic scholarship to a Division I or Division II school MUST apply to the NCAA Clearing House first. Please read NCAA qualifying rules carefully.
6. **Merit/Performance Scholarships**: Individuals may write to specific colleges or departments within colleges regarding scholarships for merit or student performance. Students who have exceptional talent or skill in a specific area may enhance their chances at scholarships by corresponding directly with the college. The FAFSA may be required as part of this process.
7. **Minority or Disadvantaged Student**: May be eligible for scholarships, financial aid, and individual consideration regarding college acceptance. Contact the appropriate college office.
8. **Work-Study**: Jobs, located on or off campus, for college students. These are awarded to applicants with the highest need. Often successful candidates are those students who applied for a grant but did not receive it. The job placement office at some campuses will offer job placement to the non-successful grant candidate before a student who did not apply for financial aid.
9. **Benefits**: In certain specific instances a dependent child of a deceased, retired or disabled Veteran may be eligible for Veterans Benefits. Check with your Veterans Service Office.

Often the financial aid director at your college will combine two or more of the above (loan, grant, work-study) to make a financial aid "package" to help you meet your expenses. A final word as you begin your scholarship search: it is your responsibility to take an active, adult role in your search for financial aid. Each year we find that the students who made themselves aware of the scholarship opportunities are the ones winning the most scholarships and aid.

# Financial Aid and Scholarships

It is important that you fill out the FAFSA form, explore the Career Center and the Internet, listen to college representatives, visit campuses, and observe all deadlines regarding applications and entrance exams. In addition, attend the Financial Aid Night, the first part of December.

The CSS PROFILE is an additional form that may be required by your school. Be sure to check with the college/university of your choice to determine if they require the CSS PROFILE in addition to the FAFSA. The [CSS PROFILE](#) is available online.

## Frequently Asked Financial Aid Questions

### **Q: Who should apply for financial aid? How can I tell if my family makes too much money to qualify?**

**A:** If you think you will need help paying for college, you should apply by completing the online [Free Application for Federal Student Aid \(FAFSA\)](#). The calculation which determines eligibility for aid is complicated. There is no easy, straight forward “income cut off” or other method to help you anticipate whether you will be eligible.

The application for financial assistance is a great insurance policy. If your family circumstances change, the financial aid office is in a better position to help if your application is already on file. The [Federal Student Aid Estimator](#) is a tool designed to help you get a head start on this portion of the financial aid process.

### **Q: How much does it cost to go to a Washington state college?**

**A:** Estimates of how much it costs to attend various schools are hard to generate. These figures can be found in the promotional materials each school or program produces. Tuition and fees for full time undergraduate resident and non-resident students will need to be referenced.

Living expenses should also be considered in addition to tuition and fees. Living expenses include room and board, personal expenses, books and supplies and transportation expenses. These expenses can be adjusted down for students intending on living at home during the school year.

### **Q: How much financial aid will I receive?**

**A:** You can receive financial aid equal to your “financial need.” Financial aid is not intended to replace your family’s contribution toward educational costs but rather to help fill the gap between what your family can pay and your total education costs. Financial aid not based on need is also frequently available to those who apply for financial aid (i.e., those who go through the application process for “need based” aid).

### **Q: How is my financial need determined?**

**A:** A standard analysis is used to determine financial need. The amount your family is expected to contribute (the Expected Family Contribution, or EFC) is calculated based upon the information reported on your FAFSA. The EFC is then subtracted from the cost of education at the school to which you’re applying. The difference between the two is your need for financial assistance. You can estimate your EFC up front by using an online calculator at <https://finaid.org/calculators/finaidestimate/>

### **Q: When should I apply for financial aid?**

**A:** Contact the financial aid office of each school you are considering attending as soon as possible and ask their application procedures and deadlines. Provide all information and forms by the deadlines the school specifies. If your application is late or incomplete, you may not be considered for all the aid programs available. Do not wait to be admitted – meet the deadlines even if you do not plan to attend until winter or spring because many schools’ deadlines apply for the whole year, not just fall.

# Financial Aid and Scholarships

**Q: How do I apply for financial aid?**

**A:** Start by completing the FAFSA form. This is done online. If you need to complete it on paper please contact the financial aid office at your school directly for access to a hard copy. To apply electronically, complete the [FAFSA Application](#). It may not be signed or submitted before October 1 each year.

**Q: Do income tax returns need to be completed before completing the FAFSA?**

**A:** It is a good idea to have completed the federal tax return before completing the FAFSA since exact tax information can make processing faster and simpler. If this cannot be done in time for you to meet the priority filing date at the school in which you are interested, use estimated figures when completing the application. If, at a later date, the estimated figures differ from the actual figures, send the corrected information directly to the Financial Aid Office of the school you plan to attend. Keep a file with copies of all application materials for each year including a U.S. income tax return and W-2s in the event you need to provide a copy to your school.

**Q: Will an offer of admission by a school be coordinated with an offer of financial aid?**

**A:** Not necessarily. Many schools offer admission long before they can make financial aid awards. Check with each school about their refund policies for “enrollment fees” in case the school cannot offer you enough assistance to attend.

**Q: I’m moving out of my parents’ house and will support myself from now on – Do my parents still have to fill out the FAFSA?**

**A:** Yes. Students under 24 years of age are considered dependent on their parents by federal law no matter where they live (there are limited exceptions – please note them in the FAFSA instructions). If your parents do not provide their information on your application, you probably cannot be considered for aid. If you have special circumstances which make it impossible for your parents to complete the FAFSA, contact the financial aid office of the school and discuss it with them.

**Q: My parents are separated or divorced. Whose information should be given on my FAFSA?**

**A:** Information should be given for the parent with whom you lived the most in the last 12 months. If you do not live with either parent or lived with both parents for an equal number of days, information should be given for the parent who provided the greater amount of support to you during the last calendar year. FAFSA instructions have information that will be helpful if you have questions about providing information from separated or divorced parents.

**Q: What if my family has unusual circumstances or my situation changes after we apply for aid?**

**A:** Contact the financial aid office of the school you will attend. They can determine if the change will affect your eligibility for assistance. Letters of explanation should not be sent with your FAFSA, as it will only delay processing and will be destroyed.

**Q: What happens after I file the FAFSA?**

**A:** After you complete your FAFSA, you will receive your Student Aid Report (SAR). This document may give you some guidance about expected contributions toward college costs, but it is not the final word. Wait to hear from the financial aid office of the school or college where you have applied; they make the final determination of your eligibility for assistance. You can ask the school when it expects to send out award notices (this may range from early spring to mid-summer).

**Q: What kind of documents may the school request to verify the information on my application?**

**A:** You may be asked to provide documents to verify any item on the application. Make sure you and your parents keep a photocopy of your completed federal tax returns and W-2s used to complete the application.

# Financial Aid and Scholarships

## **Q: What kind of financial aid programs are available?**

**A:** There are four basic kinds of aid: scholarships, grants, loans, and work study programs. Most students naturally prefer scholarship and grant programs because they do not have to be repaid, but there is not enough of this “gift” aid to meet the need of all students eligible for aid. Usually gift aid is offered with loans and/or work study funds (“self-help” aid).

## **Q: How can I find out about scholarships?**

**A:** Your first contact should be your high school counselor. Local organizations typically work with high schools to award scholarships. Many colleges and universities offer scholarships. Materials provided by admission or financial aid offices will include this information, or you can visit their websites. There are also a number of national scholarship search services available. The majority of these services are provided free of charge. If you choose to pay for these services, be cautious and confirm the organizations are legitimate before paying.

Scholarships usually represent only a small portion of the total funds available for financial aid, so even if you do not qualify for a scholarship, you may be offered other aid (including grants you do not have to repay). If you expect to receive a scholarship from an outside source, it is important to inform the financial aid office.

## **Q: Can I apply for a loan in addition to receiving financial aid?**

**A:** A loan IS financial aid and your eligibility is established with the information on the FAFSA. The financial aid office is the best source of information about whether you are eligible to apply for a loan in addition to other aid. There may be an additional application process and separate application form. For more information, contact your school’s financial aid office.

## **Q: Should I send a letter of explanation with my FAFSA if my circumstances are unusual?**

**A:** Correspondence should not be sent with your FAFSA, as it will only delay processing and will be destroyed. Correspondence that explains your family’s special circumstances should be sent to the college you plan to attend.

If your questions are not answered here or in the FAFSA instructions, please contact the financial aid office at your local college or university or check out the following websites.

- FAFSA - [studentaid.gov](http://studentaid.gov)
- ACT - [www.actstudent.org/finaid](http://www.actstudent.org/finaid)
- College Board - [www.collegeboard.org](http://www.collegeboard.org)
- Mapping Your Future - [www.mappingyourfuture.org](http://www.mappingyourfuture.org)
- The Go-to Guide for College Financial Aid - [www.finaid.org](http://www.finaid.org)
- US Department of Education - [www2.ed.gov/students/landing.jhtml](http://www2.ed.gov/students/landing.jhtml)
- Washington Student Achievement Council - <https://wsac.wa.gov>
-

# Western Undergraduate Exchange

## Western Undergraduate Exchange (WUE)

WUE is the Western Undergraduate Exchange, a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. In all cases, WUE tuition is considerably less than nonresident tuition.

Resident students from the following states may be eligible to participate:

Alaska	Hawaii	New Mexico	Utah
Arizona	Idaho	North Dakota	Washington
California	Montana	Oregon	Wyoming
Colorado	Nevada	South Dakota	

### Programs Available

Virtually all undergraduate fields are available to WUE students at the participating colleges and universities. Some institutions have opened their entire curriculum to a space-available or first-come, first-served basis; others offer only designated programs.

### WUE Website

To learn of the wide array of programs available explore visit <https://www.wiche.edu/tuition-savings/wue/>. For more detail, examine participating college and university websites and catalogs. The Students and Parents section of the website lists answers to the most frequently asked questions about this program.

### Eligibility

Some institutions require evidence of academic performance, such as ACT/SAT test scores or high school GPA, or place other limits on WUE enrollment. This information will be listed within the site by accessing the institutional profile pages.

### Application and Admission

If interested, apply for admission and WUE tuition status directly to the institution(s) of your choice. Mark prominently on the institution's application form that you seek admission as a "WUE Student".

### Further Information

Further information about specific programs in WUE may be obtained from the admissions office of the participating institution. General questions may also be addressed to the Washington State WUE Home Office at:

Western Interstate Commission for Higher Education  
3035 Center Green Drive, Suite 200  
Boulder, CO 80301  
(303) 541-0200  
info@wiche.edu

# Letters of Recommendation

You may encounter a college or university application, community award or scholarship program that requires you submit a letter or recommendation. Talk with your advisor, parents, community members, counselor or teachers to determine who you would like to write you a letter of recommendation. It is best to ask a person/people who can best describe your talents and strengths in the classroom, in the community and beyond.

Once you have identified who you will ask to write your letters of recommendation, please note and provide them with the following information:

- School staff will need to cite specific examples of your academic work and your strength as a student so providing ALL of the information requested of you will only help the staff member to write an exceptional letter on your behalf.
- You will be expected to list your honors, extracurricular activities, hobbies, employment and leadership roles.
- Take time to present this information in a clear and concise format, sequenced from 9th to 12th grade, type written. Saving this document in an electric format will save you from having to reproduce this information for future use.

Every request for a letter of recommendation must come with a stamped, addressed envelope for each receiving school.

- For teacher letters this is a #10 Business Size envelope (4 5/16" x 9 5/8") and sufficient postage to insure on-time delivery. Please leave the return address area blank for the teacher or staff member to complete.
- For counselor letters this is an envelope large enough to accommodate 3-5 sheets of 8 1/2" x 11" paper unfolded. These envelopes are typically 8 1/2" x 14 1/2" and can come with self-sealing adhesive. Sufficient postage for envelopes of this size is usually covered by three first class postage stamps; however this is subject to change.

When requesting a letter of recommendation it is important to ask the person writing it for you if they would like to arrange an appointment with you to follow up with any additional information or to clarify any of the items you included with your materials.

Letters of Recommendation are written over and above the regular work day for school employees. Please allow a minimum of two to three weeks turn around time and follow up your request with a thank you note or letter.

**\*\*\*Letters of Recommendation are written by school counselors for students submitting a Common Application for college or university attendance. This is sent with the required Secondary School Report Form.**

# The Common Application

The Common Application is a not-for-profit membership organization whose strives to create and maintain an equitable and accessible resource for students and their families during the undergraduate college admission process. This organization serves students, colleges, universities and secondary schools by providing one application (in print and online) that can be submitted for consideration at nearly 350 institutions of higher learning. Please visit [www.commonapp.org](http://www.commonapp.org).

## Why use the Common Application?

Once completed online or in print, copies of the Application for Undergraduate Admission can be sent to any number of participating colleges. The same is true of the School Report, Mid-Year Report, and Teacher Evaluation forms. This allows you to spend less time on the busywork of applying for admission, and more time on what's really important: college research, visits, essay writing, and senior year coursework.

## Where do I find the college supplements?

Many Common App member institutions require supplemental forms. These supplements may be available online on this site, or on the institution's website. If an institution that you have selected requires a supplement, this will be available in the 'Supplements' section. If a supplement is required, you must complete and submit this before your application package will be complete.

## Where can I find the application deadlines?

Each member institution has a specific deadline for when they will accept your Common Application and supplement. Once a deadline has passed, you will no longer be able to submit your forms to this institution. Please note that some institutions have a supplement deadline prior to their Common Application deadline.

## What else will Common App schools want from me?

It is your responsibility to be certain each institution you are applying to has all the information necessary from you and from either Emerson K-12 or Emerson High School. Did you complete the entire application? Did you complete and print the Secondary School Report Form, the Mid-Year Report Form, and/or the Teacher Recommendation Form? Did you complete any and all supplements required?

## How do I complete the Secondary School Report, Mid-Year Report and Final Report Forms?

When applying to institutions using the Common Application students are required to submit multiple, official forms. Emerson K-12 and Emerson High School submit the following forms electronically:

- **The Secondary School Report:** This is a form where school staff records additional information about who you are as a student. A letter of recommendation from your counselor or advisor is a required part of this report. Please refer to information provided in this handbook about how to request letters of recommendation.
- **The Mid-Year Report:** This form accompanies your first semester grades, once transcripts are updated.
- **The Final Report:** This is a form that the school you have decided to attend will need mailed to them with your final transcript.

# Two to Four Year Colleges

Community Colleges are open to any high school graduate or student over the age of 18. Advantages include their low cost and their location (closer to home). They are a good place to polish study and time management skills and tend to be a less stressful starting place for some students. Discover more about Washington's Community and Technical Colleges online at <http://checkoutcollege.com>

## Community Colleges offer a variety of programs:

### AA Degree – Associate of Arts

This degree is typically granted by a two year or community college upon completion of 90 college level credits in predetermined content areas. AA degrees are granted in a variety of subject areas. 90 credits represents approximately 2 years of 15 credits earned per the 3 quarters of an academic year

### AA Transfer Degree

This degree is typically granted by a two year or community college upon completion of 90 college level credits. This differs from the AA degree in that it is intended to assist a student into directly transferring to a four year university to complete a Bachelor's Degree of some type.

### Certificates of Proficiency

Students typically earn a certificate as proof of proficiency in a particular professional technical program. These certificates are earned through a student's work in a predetermined program or occupational field in which their work had particular emphasis. Certificates are typically granted after completing a set number of requirements (fewer than what is required for an AA degree).

### Bachelor Degrees

Students may also earn Bachelor degrees in a variety of fields.

*Students can apply online at the community college of their choice at any time.*

## Career Colleges, Technical Colleges, and Vocational Colleges in

### Washington

Career colleges, technical colleges, and vocational colleges offer degree and certificate programs directly related to preparation for specific careers such as accounting, art careers, business, graphics, culinary arts, computer careers, massage therapy, automotive training, health care professions, drafting, design, homeland security, criminal justice, electronics, medical curricula, interior design, paralegal, interior design, MBA, office management, real estate, dental assisting, veterinary assisting and many more. Career colleges, technical colleges and vocational schools often offer programs that can be completed in under two years.

For a complete description of Washington State Community Technical Colleges, visit [www.sbctc.edu](http://www.sbctc.edu).

### Apprenticeships

It is said that apprenticeship is the "original 4 year degree." The apprenticeship program is a system of training in which a person desiring to learn a specific occupation is given instruction and experience on the job as well as school courses related to that occupation. There are over 200 occupations in Washington State that have apprenticeships associated with them. The Career Center has information on those occupations and the necessary steps to become an apprentice. You may also visit <https://www.lni.wa.gov/licensing-permits/apprenticeship/become-an-apprentice#youth>

# Military Services

## Armed Services

### Air Force, Army, Coast Guard, Navy, Marine Corps

The armed services offer positions to thousands of highly qualified high school graduates each year. In addition to having the opportunity to serve their country, service members receive:

- excellent educational opportunities, to include up to 90% tuition assistance for college courses taken during off-duty time
- excellent salaries
- free technical training in over 200 different skill areas
- thirty days of vacation with pay
- housing and meals (or allowance if married)
- medical and dental care at no charge
- many different commissioning opportunities and programs

Entrance requirements are high for all branches of the service, but do differ among the individual branches. Each service has its own recruiters who will determine eligibility of applicants for specific training and assignments. Basic eligibility requirements are the following:

- be a high school graduate
- be at least 17 years of age (under 18 requires permission of parents)
- be physically qualified
- be of good moral character
- qualify on the Armed Services Vocational Aptitude Battery (ASVAB)

Interested individuals should contact recruiters as early as possible during their senior year. Local military recruiters are in the Career Center monthly.

## Service Academies

### Air Force, Navy, Coast Guard, Army, Merchant Marines

If you are a young man or woman who is physically fit, assertive, and persistent and have a high scholastic record (GPA) you might consider applying for admittance to a service academy. The academies are looking for young men or women who would like to earn a college degree in a field of his/her choice, in addition to receiving commission as an officer in a branch of service following graduation. You should be able to maintain a rigid daily schedule, conform to strict discipline, withstand pressure, and develop qualities and dedication for service to your country.

Applications to service academies should begin in the spring of your junior year. Students need to take the SAT I or ACT at that time. If you do not apply at that time, see your counselor before the end of September. There are physical, medical and aptitude tests to be taken in addition to the SAT I and ACT. Admission to service academies is by Congressional appointment only. It costs nothing to attend. You are paid while in the academy. Each cadet receives his/her education at government expense. Check in the Career Center for more information.

## ROTC Programs

If you are not that interested in a service academy, perhaps you should consider the Reserve Officer Training Corps programs. There are four Reserve Officer Training Corps (ROTC) programs sponsored by the Army, Air Force, Navy, and Marines. They offer four, three, and two year scholarships that pay the student a month allowance, tuition, lab fees, and incidental fees. You should start the application in the spring of your junior year, but you may complete early in the fall of your senior year. You must take the ACT or SAT I as part of the application procedure. This test should be taken before December 15 to meet the application deadline. Since this is a highly competitive scholarship, it is recommended that you apply for all of the ROTC programs. If you do not receive a scholarship from your first choice, you may be offered one from the other branches of the service. After accepting an ROTC Scholarship and earning your bachelor degree, you are committed to active duty in the service for four to six years (six years for pilot training program).

# Important Websites

## SAT

[www.collegeboard.org](http://www.collegeboard.org)

This is the website where you can register to take the SAT, practice for the SATs and apply online to over 500 colleges and universities.

## ACT

[www.act.org](http://www.act.org)

At this site you can register to take the ACT, learn about the ACT, prepare for the ACT, apply to colleges and see your scores. You can also find out where the nearest testing site is for you.

## Colleges and Universities

[www.50states.com/cc/washington.htm](http://www.50states.com/cc/washington.htm)

This site lists all of the community colleges and technical colleges in Washington.

[www.fastweb.com](http://www.fastweb.com)

College search based on your personal information and interests.

[www.checkoutacollege.com](http://www.checkoutacollege.com)

Information on Washington's community colleges and technical colleges.

## Military

[www.army.mil](http://www.army.mil)

This is the official website for the United States Army.

[www.navy.mil](http://www.navy.mil)

This is the official website for the United States Navy.

[www.marines.mil](http://www.marines.mil)

This is the official website for the United States Marine Corps.

[www.uscga.edu](http://www.uscga.edu)

This is the official website for the United States Coast Guard Academy.

[www.uscg.mil](http://www.uscg.mil)

This is the official website for the United States Coast Guard.

[www.af.mil](http://www.af.mil)

This is the official website for the United States Air Force.

## Scholarships and Financial Aid

<https://studentaid.gov/h/apply-for-aid/fafsa>

Go visit the Federal Student Aid site and see if you are eligible to receive federal financial aid.

[www.scholarships.com](http://www.scholarships.com)

Come here to search for scholarships, learn about ways to make the cost of college more bearable and get your Free Application for Federal Student Aid.

[www.fastweb.com](http://www.fastweb.com)

Scholarship search based on your personal information and interests.

[www.thewashboard.org](http://www.thewashboard.org)

Scholarships for Washington state students.

## Dual Credit

[www.pnwcollegecredit.org](http://www.pnwcollegecredit.org)

This website will give you information on how students can earn college credit in high school.

# Volunteering

Most colleges today require extra curricular activities that may include volunteering in the community. A volunteer is described as one who performs or gives services of his own free will. The best way to choose your volunteer position is to find an organization that works in the area in which you are interested – whether it is working with animals, children, the elderly, the environment or civic opportunities. Remember – find an organization or cause that matters to you and spend your time engaging in meaningful volunteerism. Collecting a few hours from a large number of organizations can send one type of message to colleges while collecting a bigger number of hours from one or a few organizations can send another type of message.

## Some examples of local places to volunteer:

- Evergreen Healthcare – <https://www.evergreenhealth.com/about-us/volunteer/>
- UW / Harborview Medical Centers - [www.uwmedicine.org/volunteer-services](http://www.uwmedicine.org/volunteer-services)
- Lake Washington School District LINKS Volunteer Program – <https://www.lwsd.org/get-involved/volunteering-in-lwsd/links-volunteer-program>. Become an academic mentor, tutor, lunch buddy or classroom helper:
- Bloodworks Northwest – <https://www.bloodworksnw.org/donate/volunteer>
- Seattle Works – [www.seattleworks.org](http://www.seattleworks.org)
- Together Center – [www.togethercenter.org](http://www.togethercenter.org)
- Volunteer Solutions – <https://www.volunteeringsolutions.com/>  
Organizations who have opportunities listed are Hopelink, Boy's and Girls Club, Friends of Youth, Children's Hospital and the King County Library System,

## Where to Care Guide

A comprehensive resource of information for teens about volunteering in the local communities is available online, "[Where to Care Guide](#)"

# Job Hunting

Job experience while in high school can be a beneficial thing. If your schedule, schoolwork and responsibilities allow, part-time employment can expose you to many elements of the world you live in and may help provide you with information to use while making post high school plans.

## Job Hunting: Where Do You Start?

- Talk to everyone! Let everyone know you are looking and ask them for leads or suggestions.
- Check the Career Center. Employers often phone in jobs and they will be posted on the Job Board located outside the Career Center.
- The yellow pages online and in your telephone book will introduce you to companies and potential jobs you did not know existed.
- Washington State Employment Service has a listing of jobs available and an employment counselor to help you.
- Community and local newspapers/publications often have many opportunities advertised in their Help Wanted sections.

## Recommendations for looking for a job:

1. Have a proper attitude about work. Be positive and energetic.
2. Maintain a neat and clean appearance.
3. Maintain a good attendance record in school.
4. Have a basic knowledge of reading, writing, mathematics and listening.
5. Have a resume.
6. Fill out the application in your neatest handwriting.
7. Always apply for the job alone.
8. Research the company you hope to work for prior to the interview. Having thoughtful questions to ask the staff can show a high level of maturity and preparation.

## District Graduation Requirements

### Credit Requirements at a Glance

Subject	Credits
Language Arts	4.0
Science	3.0 <sup>^</sup>
Mathematics	3.0 <sup>+</sup>
World Language (same language)	2.0 <sup>^^</sup> 2 can be (PPR)
Social Studies	3.0
Arts	2.0 <sup>^^^</sup> 1 can be (PPR)
Physical Education (P.E.)	1.5 <sup>^^</sup>
Health	0.5
Occupational/Career & Technical Education	1.0
Electives	4.0
<b>Total</b>	<b>24.0</b>

<sup>^</sup> 2.0 lab science, 1.0 non-lab science

<sup>+</sup> Algebra I, Geometry, and a third credit of high school mathematics, aligning with the student's interests and high school and beyond plan.

<sup>^^</sup> A student may request to be excused from P.E. under certain conditions, per state law and district policy.

<sup>^^^</sup> Personalized Pathway Requirements (PPR) are related courses that lead to a specific post-high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, that may include Career & Technical Education, and are intended to provide a focus for the student's learning

Students must fulfill the graduation requirements that are in place when they first enter ninth grade, unless the state legislature votes to reduce those requirements. The requirements will not increase once a student has started ninth grade. The requirements do not change even if the student's graduation year changes.

**Students must fulfill the following three requirements for graduation:**

**1. Earn High School Credits as shown in the table to the left**

Students must earn at least 24 credits to graduate.

**2. Complete a High School and Beyond Plan**

To graduate, all students must develop a High School and Beyond Plan specifying how they will meet high school graduation requirements and what they will do following high school. Students begin their plan in eighth grade and revise it each year as they progress through middle and high school. The High School and Beyond Plan should include the classes needed to prepare for a postsecondary pathway, such as a two-year or four-year college, technical college, apprenticeship program, certificate program, the workforce or military training.

**3. Meet the requirements of at least one graduation pathway option\* in English Language Arts and Mathematics:**

- Meet standard on the Smarter Balanced Assessment
- Complete and qualify for credit in related dual credit course
- Earn credit in high school transition course (Bridge to College)
- Earn C+ in related Advanced Placement or Cambridge course or 3 or higher on AP exam or E on Cambridge exam
- Meet State Board cut scores on SAT or ACT
- Meet any combination for ELA and math described above
- Meet standard on Armed Services Vocational Aptitude Battery
- Complete a sequence of CTE courses relevant to student's postsecondary pathway

For more information about graduation requirements, go to: [www.lwsd.org](http://www.lwsd.org) > Schools > High Schools > High School Guide.

*\*Subject to LWSB Board of Education approval*

## Advanced Placement (AP®) Courses and Exams

### Purpose of Advanced Placement

Advanced Placement (AP) is a nationwide program that is designed to prepare secondary students for higher education. AP classes provide rigorous, college-level curriculum in various subjects and the opportunity to earn college credits or advanced college standing. The AP program is made possible by the close cooperation of secondary schools, colleges, and the College Board. AP classes are open to all high school students in Lake Washington School District (LWSD).

### The AP experience

Taking AP classes in high school helps students prepare for the college-level work load. Students learn to:

- Develop effective study habits
- Improve writing skills
- Sharpen critical thinking skills

AP also teaches discipline and helps students grow and mature academically. Students report that they enjoy the challenge of the AP program. High school faculty report that AP courses greatly enhance student confidence and academic interest. College faculty find that AP students are far better prepared for serious academic work.

### Receiving college credit for AP through AP exams

Students who meet all performance standards on AP exams may be eligible to receive college credit. Colleges determine if credit or advanced standing is granted based on their institutional policies. Most colleges and universities world-wide recognize AP achievements and grant credit.

### Graduation pathways requirement

Students have the opportunity to meet the graduation pathway requirement by earning a C+ in an identified AP or Cambridge course or scoring 3 or higher on the AP exam. To see all math and ELA courses that apply, go to [www.lwsd.org](http://www.lwsd.org) > [Programs and Services](#) > [Accelerated Programs](#) > [High School Highly Capable Program Services](#) and then click on [Advanced Placement](#) and scroll down to "Graduation pathways requirement."

**NOTE: AP courses that meet this requirement are indicated throughout the catalog with "#" before the course title.**

### More information about AP

Students should contact the school to learn more about AP courses offered at that school and how to enroll. AP courses and descriptions are also listed in the school's course catalogue, which is often posted on the school website. For general information about AP courses and exams, visit College Board.

## Career and Technical Education (CTE)

Career and Technical Education (CTE) is hands-on, career-connected learning that prepares students to be college, career and future ready! CTE courses integrate 21st century skills, professional and technical skills, and core academic knowledge. Some CTE courses provide the opportunity to earn college credit or industry certification.

### Career and Technical Education (CTE) Classes

Two semesters of CTE courses are required for graduation. Many AP offerings are also available through CTE, and some CTE courses allow students to earn college credit through CTE Dual Credit.

### CTE Dual College Credit

Through a partnership with community and technical colleges in the state, certain CTE courses provide students with the opportunity to earn both high school and college credit for the course, if students complete the course with a grade of "B" or better. If a course qualifies for CTE Dual Credit, it will be noted in the course description, or teachers will provide students with information about how to register for CTE Dual Credit.

*Note: Students must register and pay a \$50 fee (fee covers all CTE Dual Credit Courses) through the Pacific Northwest College Credit Consortium to be awarded college credit.*

### CTE Equivalency/"Two-for-One" Courses

Some CTE courses help students meet core academic graduation requirements. If a CTE course is determined to be fully equivalent with academic standards of the core requirement, it can be recorded on a student's transcript using equivalent academic high school designation and title. If a CTE course has designated equivalency, credit for one of the courses will be placed on the student's transcript. Students generally choose which course they want placed on the transcript, and this choice is driven by their High School and Beyond Plan. The second course, which is not placed on the transcript, may be "checked off" as a "met requirement" by local counseling staff. Which course is put on the transcript and which one is "checked off" is determined by the student, based on their post high school goals as outlined in the High School and Beyond Plan.

The CTE Equivalency/"Two-for-One" policy does not change the total number of credits the student needs to graduate.

## **WANIC Skill Center Programs (<https://wanic.lwsd.org/>)**

WANIC Skill Center offers high quality tuition-free Career and Technical Education (CTE) classes for high school Juniors and seniors. These year-long, advanced-level CTE programs are based on rigorous academic and industry standards preparing students for career and college readiness. WANIC programs offer dual credit opportunities (high school and college credit) and/or lead to industry certifications. Programs are designed in three period blocks which allows extended learning time and authentic hands-on lab experience. Skill Center Classes are offered at many local high schools in our area, DigiPen Institute of Technology and Lake Washington Institute of Technology.

All classes are offered during the regular school day, while some are also offered after the school day. Students attend their home high school for part or all of their day and attend WANIC Skill Center programs in a different location for the remainder of the day.

### **WANIC program offerings:**

- Automotive Technology (Bellevue HS, Bothell HS, WANIC)\*
- Building Industry Technologies - Core Plus Construction (Interlake HS)
- Cisco Networking (Newport HS)\*
- Culinary Arts (Newport HS)\*
- Dental Careers (WANIC)
- DigiPen Art & Animation (DigiPen)\*
- DigiPen Music & Sound Design (DigiPen)
- DigiPen Video Game Programming (DigiPen)\*
- Fire & EMS (WANIC)\*
- Health Science Careers – Nursing (WANIC, Sammamish HS, Woodinville HS)
- Medical Careers (WANIC)
- Sports Medicine (Issaquah HS)

*\*Two-year program available*

Visit <https://wanic.lwsd.org> for course descriptions.

## **CADR Courses**

### **CADR courses meet new college admission requirements**

Since 2008, ninth graders who are planning to seek admission to public four-year colleges and universities in Washington are required to take courses to meet the state's minimum College Admission Distribution Requirements (CADR). Courses that meet college admission requirements are marked "**CADR**" throughout the course catalog. Please see page A7 for more information about college admission standards and CADR courses.

## **High School Credit for Courses Taken in Middle School**

Middle school students who complete a high school course in the 2019-20 school year and beyond, with a passing grade, before attending high school, will automatically be given high school credit. This credit will be applied to fulfilling high school graduation requirements and recorded on the student's high school transcript.\*

A student and the student's parent or guardian must inform the school before the end of the 11th grade if they do not want credit for the course(s) taken before attending high school on the high school transcript, or if they want to request that credit be transcribed with a non-numerical grade. A non-numerical grade is not included in the student's grade point average calculation.

High school courses taken in middle school are those that exceed the requirements for seventh and eighth grade classes. They also qualify for high school credit because they are similar or equivalent to a course offered at a high school in the district.

- High School level math courses in district middle schools include Algebra I and Geometry.
- High School level world language courses in district middle schools include World Language I taken in 8th grade (for example, Spanish I, Japanese I, etc.). *Students cannot earn high school credit by taking exploratory middle school language courses that do not meet Year 1 World Language standards.*

\*The automatic application of high school credit earned in middle school to the transcript is a result of new graduation requirements legislation (House Bill 1599).

## **Academic Acceleration**

Students who meet standard on the Smarter Balanced Assessment in English language arts (ELA) and/or mathematics in 8th grade will be automatically enrolled in the next most rigorous level of an advanced 9th grade course in ELA and/or mathematics that aligns with their High School and Beyond Plan.

Current 9th – 11th grade students who meet standard on the Smarter Balanced Assessment in ELA are eligible for enrollment in advanced high school courses in ELA, social studies, humanities, or other related subjects. Current 9th-11th grade students who meet standard on the Smarter Balanced Assessment in mathematics are eligible for enrollment in advanced high school mathematics courses. Students who meet standards on the Washington Comprehensive Assessment of Science in grades 8-11 are eligible for enrollment in advanced high school science courses.

Parents/guardians may elect to have their student opt out of automatic enrollment in the next most rigorous ELA and math course and enroll in an alternative course that aligns with the student's High School and Beyond Plan goals and graduation requirements by contacting the school.

## LWSD Online Courses

The Lake Washington School District offers two online courses - Washington State History and Health. Students may enroll in these district online courses if they meet one of the following criteria:

- The course is not offered at their school or
- The student is unable to fit the course into their regular seven-period schedule.

These online courses meet both district and state standards as well as maintain the high standards for content and rigor that are available in all LWSD classes. Students access the online class through an internet-connected computer. Course-work and online instruction may occur outside of the school day. Sections of available classes will be offered based upon spring student enrollment requests. Students who select online classes will need to meet with their school counselor in the spring to discuss class availability as well as to determine whether online learning is right for them. **Online courses taken as an 8th course incur a cost. The cost matches summer school rates.**

### Courses

#### • Online Washington History

Online Washington History is a .5 credit class that provides the knowledge and awareness of the geography, native inhabitants, early settlers, and the forces that drove modernization and statehood. Students will also study Washington's emergence as a force for economic development and international trade. This class meets the Washington State History graduation requirement.

#### • Online Health

Online Health is a comprehensive .5 credit health course that provides students with essential knowledge and decision making skills for a healthy lifestyle. Students will analyze aspects of emotional, social, and physical health and how these realms of health influence each other. Students will apply principles of health and wellness to their own lives. In addition, they will study behavior change and set goals to work on throughout the semester. Other topics of study include substance abuse, safety and injury prevention, environmental health, and consumer health. This class meets the Health graduation requirement.

## Physical Education Credit Options

To earn a high school diploma, students must earn two health and fitness credits. 1.5 credits represent the fitness portion of the requirement, and are met by course work in physical education. The other .5 credit is met by taking a health course. Lake Washington School District recognizes the importance of the development of healthy habits that include physical fitness and emotional well-being and provides a variety of classes to fulfill the 1.5 credit fitness requirement. A full list of health and P.E. classes being offered is available on each school's website.

There may be special circumstances where a student may have an alternative option to meet this requirement. These alternative options are available beginning in the students 11th grade school year.

#### • Fitness Knowledge Assessment

The Fitness Knowledge Assessment will be offered to students beginning in the students' 11th grade school year. Students will have six opportunities to take the assessment before their graduation date.

#### • Fitness Plan

The Fitness Plan will be offered to students beginning in the students' 11th grade school year. Students choosing the Fitness Plan option will complete a substantial written assignment that covers similar content as the Fitness Knowledge Assessment. Students will have six opportunities to submit a fitness plan before their graduation date starting the beginning of junior year. Student must meet with counselor and complete necessary paperwork before completing the plan.

For more information about these options: <https://www.lwsd.org/schools/high-school/high-school-guide/physical-education-credit-options>.

## Running Start

Seniors and juniors who qualify may enroll in college level courses at local participating community and technical colleges. The courses taken will earn high school credit and college credit at some state colleges and universities. The Lake Washington School District pays the college tuition for a specified number of credits taken. Students are responsible for all fees, books, and transportation. Students interested in Running Start must:

- Consult their counselors for application instruction and program approval.
- Take an assessment in literacy and mathematics at the community or technical college, scheduled by the student.
- Have junior or senior standing in high school before taking courses through Running Start. For juniors in the Lake Washington School District, this includes completion of 10th grade required course sequence, and meeting state test graduation requirements as outlined on page A1 of this guide. For seniors this includes satisfactory completion of 11th grade course sequences.
- Meet all LWSD graduation requirements through course work or through Running Start classes.

In addition, students may be required to attend high school classes for the purpose of completing high school graduation requirements. Students must be in contact with their Running Start Graduation Coordinator. Students who do not qualify for junior or senior status will not be approved for entry to Running Start and their tuition fees will not be paid by the school district. Parents and students will be responsible for course fees in the case that students attend community college without adequate

standing or approval as determined by counselor or administrator. To begin Running Start in a fall quarter, students must apply in the previous March.

## Seven Period Schedule

As part of their four-year program of study, all students are expected to register for and take seven credit bearing courses each semester. A senior who is on track to satisfy all credit requirements for graduation may complete an application for Early Dismissal or Late Arrival. Requests for a class schedule with less than seven credit bearing courses will be reviewed with extenuating considerations in mind, which may include but are not limited to the following:

- Employment
- Medical need with documentation
- Educational opportunities outside the school/district consistent with the student's High School and Beyond Plan.

A class schedule with less than seven credit bearing courses will only allow for a late arrival or early dismissal. It is necessary to gain approval from the student's counselor and parents for late arrival or early dismissal and have a copy of the approval on file in the counseling office.

## STEM Signature Programs

Every high school in the district offers "Signature Courses" and/or "Signature Programs."

- A *Signature Course* is a 1 period class where students earn 1 credit.
- A *Signature Program* is a 2-3 period block of classes where students earn 2-3 credits.

### Students enrolled in Signature Courses or Signature Programs:

- Earn academic credit required for graduation (1-3 credits);
- Learn through a thematic, interdisciplinary curriculum connected to a career pathway;
- Engage in problem-based learning and industry-based projects; and,
- Learn from both teachers and professionals in the field through community and business-based partnerships.

### STEM Signature programs available to 11th graders are:

- Environmental Engineering and Sustainable Design
- Forensics/Psychology

### STEM Signature programs available to 12th graders are:

- Biomedical Engineering
- Advanced Physics/Global Engineering

Due to student capacity and space limitations, there are a limited number of openings in each of the school's Signature Programs for eleventh and twelfth grade students who attend one of the district's comprehensive high schools. If more students apply for each lab than space is available, selection will be done through a lottery process. Students chosen through the lottery must work with their home school counselor to ensure

that attendance in the STEM Signature Program of their choice fits within their plan to meet district high school graduation requirements. These students will continue to attend courses in their home high school in the other three periods when they are not attending the STEM Signature Program, and/or complete other courses through Running Start.

These students will continue to attend courses in their home high school in the other three periods when they are not attending the STEM Signature Program, and/or complete other courses through Running Start.

## World Language Credit Options

Students are required to graduate with two credits in a World Language. Students have two options if they wish to pursue an alternative to the required two World Language credits: A student may elect to pursue credit in areas other than world language if the choice is based on a career-oriented course of study identified in the student's High School and Beyond Plan. Students also have the option of pursuing competency/proficiency credit by participating in a district-sponsored "World Language Assessment Day." Students complete an assessment to determine language proficiency. If students demonstrate at least a Novice Mid proficiency level, they will receive a letter indicating proficiency levels and the number of high school credits earned. For more information about these options, <http://www.lwsd.org/programs-and-services/curriculum-instruction/high-school-guide/graduation-requirements/world-language-credit-options>.

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator	Title IX Coordinator	Section 504/ADA Coordinator
Executive Director of Human Resources 16250 NE 74th Street Redmond, WA 98052 425-936-1266 <a href="mailto:civilrights@lwsd.org">civilrights@lwsd.org</a>	Director of Athletics & Activities 16250 NE 74th Street Redmond, WA 98052 425-936-1367 <a href="mailto:titleix@lwsd.org">titleix@lwsd.org</a>	Director of Special Services 16250 NE 74th Street Redmond, WA 98052 425-936-1407 <a href="mailto:section504@lwsd.org">section504@lwsd.org</a>

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**Contact us: [wanic@lwsd.org](mailto:wanic@lwsd.org) 425.739.8400**

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 16250 NE 74th Street, Redmond, Washington, 98052, (425) 936-1266.

## Overview of Minimum College Admission Standards

Revised 09/2014

### The Washington Student Achievement Council Sets Minimum Standards

The Washington Student Achievement Council (WSAC) has responsibility to *establish minimum admission standards for four-year institutions, including a requirement that coursework in American Sign Language or an American Indian Language, shall satisfy any requirement for instruction in a language other than English that the board or the institutions may establish as a general undergraduate admissions requirement.* (RCW 28B.77.020, Section 7.a)

### Freshmen Admission Policy

This overview of freshmen admission requirements applies to all applicants to the public four-year colleges who enter directly from high school, and students who enter college with fewer than 40 credits of college-level coursework or equivalent.

Running Start and other dual-credit earning students, including those who have earned more than 40 quarter hours of college-level credit, who enter a public baccalaureate institution directly from high school, must meet **minimum college admission standards**:

- **2.0 Minimum GPA**
- **Official SAT/ACT test scores** sent directly to the college or university (*Fee waivers for these tests are available – consult with your high school counselor*).
- **CADRs** – (College Academic Distribution Requirements)

*Students should consult with their local high school to obtain complete information about minimum college admission standards, and to be aware of which courses at their high school meet CADR guidelines, as determined by the local school district.*

### College Academic Distribution Requirements (CADR)

CADRs reflect the minimum number of credits required in six subject areas that students must earn to be eligible for routine admission consideration by four-year public baccalaureate institutions.

CADRs guide students to take high school courses which will prepare them for college-level coursework. High school courses meeting CADRs are determined by the school district and are noted on the student's transcript with a "B" designation.

CADRs are not the same as high school graduation requirements, which are determined by the SBE and local school districts.

Students who plan to attend a four-year college or university should be aware of both their high school graduation requirements and the CADRs.

Meeting the minimum college admission standards does not guarantee admission to a public baccalaureate institution. Therefore, students are encouraged to go beyond meeting minimum college admission standards to improve their chances for gaining entry to a public baccalaureate institution.

Students should obtain admission information directly from the institution they wish to attend.

### Holistic Review of Applications for Admission

Currently, each of the public baccalaureate institutions employs a holistic review process for at least a portion of their applicants. Holistic review is an additional means of ensuring student access, and may include a review of many factors beyond GPA, SAT/ACT scores and completion of CADRs, which indicate evidence of the student's preparedness for college.

In cases where students do not meet the minimum college admission standards, the policy provides for alternative admission policies which may be more appropriate for certain students. Each student is encouraged to contact the admissions office of the institution they wish to attend if they have questions.

#### Further Details

K-12 and college personnel who advise students on admission to public four-year colleges and universities should review the detailed version of the College Academic Distribution Requirements at <http://www.wsac.wa.gov/college-admissions>.

#### Relevant Legislation

[RCW 28A.230.097](#) (AP computer science)  
[RCW 28B.77.020](#) (setting admissions standards)  
[WAC 392.415.070](#) (designating CADRs on high school transcripts)

WSAC Document-Revised 09/2014

## Overview of Minimum College Admission Standards

### For students entering four-year colleges or universities

#### College Academic Distribution Requirements (CADRs) Coursework ( See details at <http://www.wsac.wa.gov/college-admissions> )

Students are encouraged to take a minimum of three credits of CADR courses each year of high school, including the senior year.

Students who take college-level coursework and complete 5 quarter credits or 3 semester credits, will have earned the equivalent of one CADR credit. In addition, pre-college courses in English and math may be equivalent to CADR courses, provided they are designed to meet the same learning outcomes as the high school courses for which they substitute.

Students may meet high school requirements with courses taken in middle school, provided the courses are part of a sequence which is successfully continued in high school, or the courses are included on the high school transcript as high school-level courses.

*Previous minimum college admissions standards used the term 'year' to designate completion of what is now referred to as 'one credit' of high school coursework. The use of 'credit' recognizes that school districts may use alternative or block scheduling that permits students to earn a full credit in a given subject area in less than an academic year.*

**English – 4 credits** including 3 credits of college preparatory composition or literature. One credit may be satisfied by courses in drama as literature, public speaking, debate, journalistic writing, business English, English as a Second Language, or Learning Support English. Passing the state mandated high school assessment in Reading is equivalent to earning the first 2 CADR credits of high school English.

**Mathematics – 3 credits:** Algebra I, geometry, and Algebra II (intermediate algebra), or Integrated Math I, II, and III. Passing the state mandated high school assessment in math is equivalent to earning the first 2 CADR credits of high school math (Algebra I & Geometry or Integrated Math I and II).

**Note:** Successful completion of math through pre-calculus meets the requirement for 3 credits of math and the senior-year math requirement (below).

**Senior Year Math-Based Quantitative Course:** During the senior year of high school, students must earn a credit in a math-based quantitative course. This requirement may be met through enrollment in one of the three required math courses listed above; by completing a math-based quantitative course like statistics, applied math, appropriate career and technical courses, a senior year AP Computer Science course, or by completing an algebra-based science course taken during the senior year that would satisfy this requirement and part of the science requirement below. **Note:** The senior-year math requirement does not mean a 4th credit of math is required, nor does it require a higher level of math; the intent is for seniors to take meaningful math. **Exception:** Completion of higher-level math prior to the senior year exempts students from the senior-year quantitative course requirement (e.g., pre-calculus, math analysis, or calculus).

**Science – 3 credits.** At least two (2) of the credits must be laboratory science based. One credit must be in an algebra-based science course as determined by the school district. One credit must be in biology, chemistry, or physics (this course may also meet the algebra-based requirement). Principles of technology courses taught in Washington high schools may satisfy the laboratory science requirement.

**Note:** Western Washington University specifies two (2) credits and that one credit must be an algebra-based chemistry or physics course.

**World Languages – 2 credits** must be earned in the same World Language, Native American language, or American Sign Language. Schools may award credit based on a district approved competency assessment consistent with the State Board of Education policy and American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines.

**Note:** A World Language course taken in middle school may satisfy one credit of the requirement if the second year level course is completed in high school grades 9-12.

**Social Science – 3 credits** of history or other social science (e.g. anthropology, contemporary world problems, economics, geography, government, political science, psychology).

**Arts – 1 credit** of fine, visual, or performing arts - or 1 additional credit in other CADR academic subject areas as defined above. Acceptable coursework in the fine, visual, or performing arts includes art appreciation, band, ceramics, choir, dance, dramatics performance and production, drawing, fiber arts, graphic arts, metal design, music appreciation, music theory, orchestra, painting, photography, print making, or sculpture.

**Note:** The University of Washington and Western Washington University specify one-half credit in fine, visual or performing arts. The other half may be in the arts or in an academic elective.

*Students should consult with their local high school to obtain complete information about minimum college admission standards, and to be aware of which courses at their high school meet CADR guidelines, as determined by the local school district.*

WSAC Document-Revised 2016



The following pathways are now in place for the class of 2021 and beyond.

### Career/Technical Field = CTE Course Sequence

- ✓ Complete 2.0 or more credits that either include a dual credit course or lead to an industry recognized credential
- ✓ Complete a Core Plus program

### Military Career Interest = ASVAB Exam (AFQT Section)

- ✓ Score for Class of 2021 = 31
- ✓ Check the State Board of Education website by September 1 annually ([www.sbe.wa.gov/our-work/graduation-pathway-options/asvab](http://www.sbe.wa.gov/our-work/graduation-pathway-options/asvab))

### Postsecondary Education = English Language Arts (ELA) and Math Courses & Exams

(Can use any combination of the ELA and math options listed in this section.)

- ✓ ACT (ELA = 14; math = 16) or SAT (ELA = 410; math = 430)
- ✓ Dual credit courses (1.0 credit total):
  - AP/IB/Cambridge: Earn a C+ in state-approved course (each term)
  - CTE Dual Credit (must earn high school credit)
  - College in the High School or Running Start courses (local approval)
- ✓ Dual credit exams (for state-approved courses):
  - AP = 3+
  - Cambridge = E or better
- ✓ State assessments:
  - Smarter Balanced: ELA = 2548; math = 2595
  - WA-AIM: ELA = 104; math = 103
- ✓ Transition courses (1.0 credit total):
  - Local articulation agreements between districts and sponsoring colleges

With questions, please contact OSPI staff at [graduation.pathways@k12.wa.us](mailto:graduation.pathways@k12.wa.us).

Updated 8/13/2020

