



What's my first move?

Complete the Parent Questionnaire and return it to your designated Secondary School Advisor.

The role of the Secondary School Advising Office is to support families as they research, visit, apply to, and choose a high school for their child. Our goal is to provide families with the information needed to navigate this process and make the most informed decision about a child's next educational environment.

Secondary School Advising Responsibilities:

- Review student file and consult with advisors, teachers, and counselors to gain an understanding of student learning profile
- Meet with parents on an individual basis to discuss student learning profile and what that might look like in terms of high school support ~ (Note: SSA does not recommend schools; a list of schools to consider is provided based on a student's learning profile and where the family is in the process)
- Support the IEP process for students returning to public school
- Submit academic reports, transcripts, and letters of recommendation to high schools: Character/Administrator, English, Math, and Tutor (if required)
- Approve "standard" requested SSAT accommodations
- Perform mock interviews with students

Parent Responsibilities:

- Complete Parent Questionnaire and make appointment with Secondary School Advising
- Research schools and schedule tours and interviews
- If considering public school, register child with school district
- Keep Secondary School Advising informed of the schools the student is applying to
- Determine school application methods and due dates
- Request SSAT accommodations and sign up for the SSAT (if necessary)
- List Carroll School as an SSAT Test "Advisor" and "Score Recipient"

CONTINUED ON NEXT PAGE



SECONDARY SCHOOL ADVISING

ADVISING GUIDE PAGE 2



Parent Responsibilities CONTINUED:

- Send SSAT scores to high schools
- If possible, use the Standard Application Online (SAO) and/or Ravenna to complete applications
- Complete and submit parent section of school applications
- Discuss and understand Financial Aid and Scholarships with high schools
- Submit any Optional or Supplemental Recommendations *Any additional recommendations should come from individuals outside of Carroll
- Submit up-to-date neuropsychological and educational testing to high schools
- Notify the Secondary School Advising Office of high school decisions
- Attend high school revisit days
- Notify high schools and SSA of your decisions prior to the required date

Student Responsibilities:

- Visit high schools and interview with Admissions personnel
- Complete student portion of applications including short answers and essays
- Fall - Schedule a mock interview with Secondary School Advising to prepare for school interviews
- Inform teachers of school visits at least one-week prior to the visit and complete all missed assignments
- Provide feedback on school visits/open houses (optional)
- Maintain strong effort grades throughout the school year

Secondary School Advising Contact Information

Charlene Kmetz

Director of Secondary
School Advising
ckmetz@carrollschool.org
781-314-9740

Cece McNally

Assistant Director of
Secondary School Advising
cmcnally@carrollschool.org
781-314-9772

Francisca Fenton

Assistant Director of
Secondary School Advising
ffenton@carrollschool.org
781-314-9737

