# Norwalk High School

## *Counseling Department*

# SENIOR YEAR

Postsecondary Information
& Application Procedures Packet

*"Framing Futures, Shaping Lives"*

# TAKE NOTE

For extra  Forms A-F please see Ms. Reid  in the career center or the NHS Homepage.

# TABLE OF CONTENTS


**1. School Counselor Directory.....3**

This page includes the specific school information including the address, phone number & web address of Norwalk High as well as respective school counselor contact information that may be needed to complete certain sections of the various applications.

**READY! SET! GO!**

**2. Senior Year College Planning Calendar.....4**

This page is intended to give a visual overview of the monthly milestones that generally occur throughout senior year. Although general announcements and email blasts are frequently made, students are responsible to manage their time & monitor individual deadlines & requirements.

**3. Standardized Test Calendar & Score Reporting.....5**

Although most seniors will complete their respective testing cycle prior to January, the entire testing calendar is provided for those students who may have a different postsecondary plan.

**4. College Admissions & Social Media.....6**

This infographic depicts the role of social media in the admissions process. Students are encouraged to review this sheet and to use it as a point of reference in editing their personal digital media footprints PRIOR to applying.

**Application Submission 101**

**5. Types of Applications & Roles within the Application Process.....7**

The 1st section details the various types of admissions options and the level of student commitment associated with each.
The 2nd infographic shows the role of each stakeholder in the college application process.

**6. Naviance Access Instructions.....8**

**7. FERPA Waiver, Naviance Application Symbols & General Info for Academic Sections of Applications.....9**

This page provides information pertinent to deciphering various elements of Naviance and the CommonApp.

**8. Senior Meeting Application Follow-Up Checklist.....10-11**

This page is intended to guide students through the entire process of submitting an initial on-time college application via Naviance. It chronicles the suggested order of events as established by NHS's School Counseling department and references the associated forms that are critical to the seamless completion of the application process.

**YOU'VE APPLIED; NOW WHAT?**

**9. Financial Aid Night Flyer.....12**

This flyer includes the date and time for the evening Financial Aid presentation hosted annually by the NHS School Counseling department. Students and their families are encouraged to attend, particularly if they anticipate having questions about the financial aid process.

**10. Sources of Financial Aid and Financial Aid Checklist for Senior Year.....13**

Although School Counselors are primarily assisting students with the completion of their admissions applications, this checklist details different milestones of which students and their parents need to be mindful. Some aspects of the financial process need to be met simultaneous to application submission.

**APPENDIX OF APPLICATION FORMS**

**A. Parental Disclosure Statement**

This **MANDATORY** form should be signed by the student's parent/guardian and returned to their school counselor ASAP.
Norwalk High School **cannot & WILL NOT release** any item from a student's academic record *without* signed parental permission.

**B. Teacher Recommendation Request Form**

This form should be fully completed and given to EVERY teacher from whom the student has requested and received consent to write a letter of recommendation on their behalf. Please see the Application Instructions on page # for the specific steps of this request.

**C. College Application Processing Form**

One of these forms must be given to the student's school counselor for EVERY school to which the student applies. School counselors will not submit application materials to any institution without receipt of this form confirming the student's application.

**D. Scholarship Application Processing Form**

One of these forms must be submitted to the student's school counselor for EVERY scholarship application that requires any school documentation. If the scholarship is to be mailed, this form should be submitted to the school counselor together with the student's fully completed scholarship application, a stamped envelope and any other required enclosures, i.e. student essays, tax returns, etc.

**E. Senior Statement of Post-Secondary Plans:**

This sheet has already been completed during a previous advisory lesson; however, *if you were absent this form should be detached and fully completed relative to the student's most immediate plans right after graduating from Norwalk High School.* The form should then be delivered immediately to the student's assigned School Counselor if it is being completed outside of their presence.

**F. Senior Listing of Prospective College Applications:**

This sheet is critical to assist your School Counselor in helping you successfully move towards your postsecondary goals. The idea is that you will complete this grid having given much thought to the list of schools to which you ultimately plan to apply. Your school counselor will use this form to facilitate any necessary follow up.

# NORWALK HIGH BEARS

Norwalk, CT

## SCHOOL COUNSELING DEPARTMENT DIRECTORY

## *Norwalk High School*


23 Calvin Murphy Drive
Norwalk, CT 06851
**Phone**: (203) 838-4481
**FAX**: (203) 899-2815
**NHS Home Page**: http://nhs.norwalkps.org/
**Counseling Dept. Website Link**: http://nhs.norwalkps.org/staff_directory/guidance
**College CEEB School Code**: **070580**


| School Counselor & Location | Phone Extension | Email Address |
|---|---|---|
| **A & B - House = office location of counselor for graduating seniors** | | |
| Emily Jenkins | ext. 13214 | jenkinse@norwalkps.org |
| Shandra Baskins | 13004 | baskins@norwalkps.org |
| Mike Surace | 13331 | suracem@norwalkps.org |
| Yvonne Berrios | 13232 | berriosy@norwalkps.org |
| **D & E - House = office location of counselor for graduating seniors** | | |
| Chelsey Docimo | ext. 13215 | docimoc@norwalkps.org |
| Elizabeth Moran | 13271 | morane@norwalkps.org |
| Erica Satterfield | 13215 | satterfielde@norwalkps.org |
| Robyn Denke | 13273 | denker@norwalkps.org |
| Tanya Small | 13020 | smallt@norwalkps.org |
| **P-TECH Norwalk = office location of counselor for all graduating seniors enrolled in the *Pathways in Technology* Early College High School** | | |
| Debbie Costello | ext. 13155 | costellod@norwalkps.org |
| Poliana Coelho | 13157 | coelhop!norwalkps.org |
| MaryLu Matott | 13153 | matottm@norwalkps.org |
| Sherreida Reid<br>Career & College Specialist | 13233 | reids@nowrwalkps.org |

# SENIOR YEAR COLLEGE PLANNING CALENDAR

**Always attend your assigned ADVISORY & check both Naviance account & your personal emails weekly for updated information.**

## SEPTEMBER

- ☐ Register for Nov SAT/SAT II, if applicable
- ☐ Register to meet with College Reps in the Career Center via Naviance
- ☐ Continue working on/revising college essays
- ☐ Schedule visits and/or attend Open Houses for any colleges you've not yet seen
- ☐ **Submit the following items ASAP to your counselor:**
  1) Signed Parental Consent Form

## OCTOBER

- ☐ Take Oct SAT/ SAT IIs or ACT, if applicable
- ☐ Attend Financial Aid Night with parents (see flyer)
- ☐ Finalize Teacher Recommendation Requests
- ☐ Complete EA/ED (Early Action) applications
- ☐ Register for Dec SAT/ACT or SAT IIs, if applicable
- ☐ Register for FAFSA pin to prepare for completion of financial aid application

## NOVEMBER

- ☐ Take Nov SAT or SAT IIs, if applicable
- ☐ Complete ALL RD (Regular Decision) applications
- ☐ Send SAT/ACT scores directly to all schools to which you've applied
- ☐ Continue to schedule and/or attend Open Houses and campus tours
- ☐ Complete **CommApp** essay (and any school-specific supplements
- ☐ Attend college rep visits in Career Center

## DECEMBER

- ☐ Take Dec SAT/SAT IIs or ACT, if applicable
- ☐ All 4-year applications due to School Counselor by December 1st
- ☐ Schedule appt. in Career Center with Financial Aid counselor
- ☐ Request submission of ***1st quarter report cards*** from counselor, if necessary
- ☐ Send SAT/ACT scores directly to any additional schools
- ☐ Check email/mail regularly and respond accordingly

## JANUARY

- ☐ Retrieve & complete ***Dr. Viola Skenderis Community Scholarship*** application
- ☐ Check announcements, website and Naviance for additional scholarship info
- ☐ Complete & submit **FAFSA** & any other school-specific financial aid items, ***i.e. CSS Profile***
- ☐ Write personal *Thank You* notes to the teachers who wrote letters on your behalf
- ☐ Update your Naviance account with any admissions decisions thus far received

## FEBRUARY

- ☐ Request submission of ***midyear grade*** reports from counselor
- ☐ Submit ***Dr. Skenderis Community Scholarship Application*** together with parents' tax return
- ☐ Continue applying for outside scholarships
- ☐ Double-check submission of required financial aid docs to ALL schools:
  1) FAFSA
  2) CSS Profile

## MARCH

- ☐ Schedule an overnight visit for top 1- 3 choices
- ☐ Look out for your SAR (Student Aid Report) & verify any errors with FAFSA
- ☐ Check email/mail regularly for receipt of decision letters and/or respond in a timely fashion to any follow up requests from admissions offices

## APRIL

- ☐ Review acceptance letters and financial aid offers together with your parents
- ☐ (Re)visit campuses before making final decision
- ☐ Continue applying for any local scholarships
- ☐ Continue to update your Naviance account with all received decisions, including deferrals & waitlists.

## MAY

- ☐ Submit acceptance deposit to college of your choice *(Deadlines may vary)*
- ☐ Send courtesy letter to other colleges to either decline or defer acceptance
- ☐ Complete housing application, including roommate survey & submit housing deposit
- ☐ Take AP exams, if applicable & request scores be sent to college you'll be attending
- ☐ Complete MANDATORY Senior Survey(s) via Naviance

## JUNE

- ☐ Check with the secretary in your house office to ensure you do not have any outstanding obligations.




**HIGH SCHOOL GRADUATION!!**

- ☐ RSVP to attend summer orientation for incoming freshmen

# STANDARDIZED TEST DATES AND REGISTRATION DEADLINES

## SAT 2022-2023

**Administration Dates and Deadlines**
www.collegeboard.org

| **SAT Test Dates** (Saturdays @ 8:00 am) | **SAT Registration Deadlines** $60.00 (w/out essay) | **SAT *Late* Registration Deadlines (cost an add.l $30 late fee)** $90.00 (w/out essay) | **SAT *Score Release* Dates (Online)** |
|---|---|---|---|
| ***October 1, 2022*** | **September 2, 2022** | September 20, 2022 | October 14, 2022 |
| ***November 5, 2022*** | **October 7, 2022** | October 25, 2022 | November 18, 2022 |
| ***December 3, 2022*** | **November 3, 2022** | November 22, 2022 | December 16, 2022 |
| ***March 11, 2023*** | **February 10, 2023** | February 28, 2023 | March 24, 2023 |
| ***May 6, 2023*** | **April 7, 2023** | April 25, 2023 | May 19, 2023 |

## ACT 2022-2023

**Administration Dates and Deadlines**
www.act.org

| **ACT Test Dates** (Saturdays @ 8:00 am) | **ACT Registration Deadlines** $60.00 (w/out essay) $85.00 (w/ essay) | **ACT *Late* Registration Deadlines (cost add.l $36.00 late fee)** $96.00 (w/out essay) $121.00 (w/ essay) | **ACT *Score Release* Dates (Online)** |
|---|---|---|---|
| ***October 22, 2022*** | **September 16, 2022** | September 30, 2022 | November 15, 2022 |
| ***December 10, 2022*** | **November 4, 2022** | November 11, 2022 | January 3, 2023 |
| ***February 11, 2023*** | **January 6, 2023** | January 20, 2023 | March 7, 2023 |
| ***April 15, 2023*** | **March 10, 2023** | May 9, 2023 | May 9, 2023 |
| ***June 10, 2023*** | **May 5, 2023** | May 19, 2023 | July 4, 2023 |

## OFFICIAL SCORE REPORTING

Norwalk High School **does NOT** release student test scores to colleges, the NCAA or to scholarship agencies **NOR** record test scores on student transcripts.

It is ***the student's responsibility*** to release official SAT and/or ACT scores if scores have not been requested for automatic submission at the time of original registration.

Online score reporting can be accessed via www.collegeboard.com OR www.actstudent.org

# College Admissions and Social Media

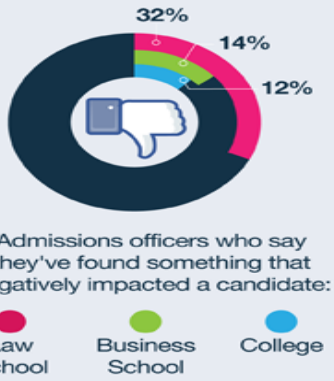
## Think before you post

### #1: REVIEWING APPLICANTS

While admissions officers focus on judging a student's application, more and more are beginning to judge students' online profiles too.

### #2: REASONS FOR REJECTIONS

↓ ↓ ↓




### #3: HOW CAN STUDENTS IMPROVE THEIR ODDS

Certain posts and photos can hurt a student's chances at being accepted. Review the tips to the left → → → → for suggestions on how to minimize this risk:

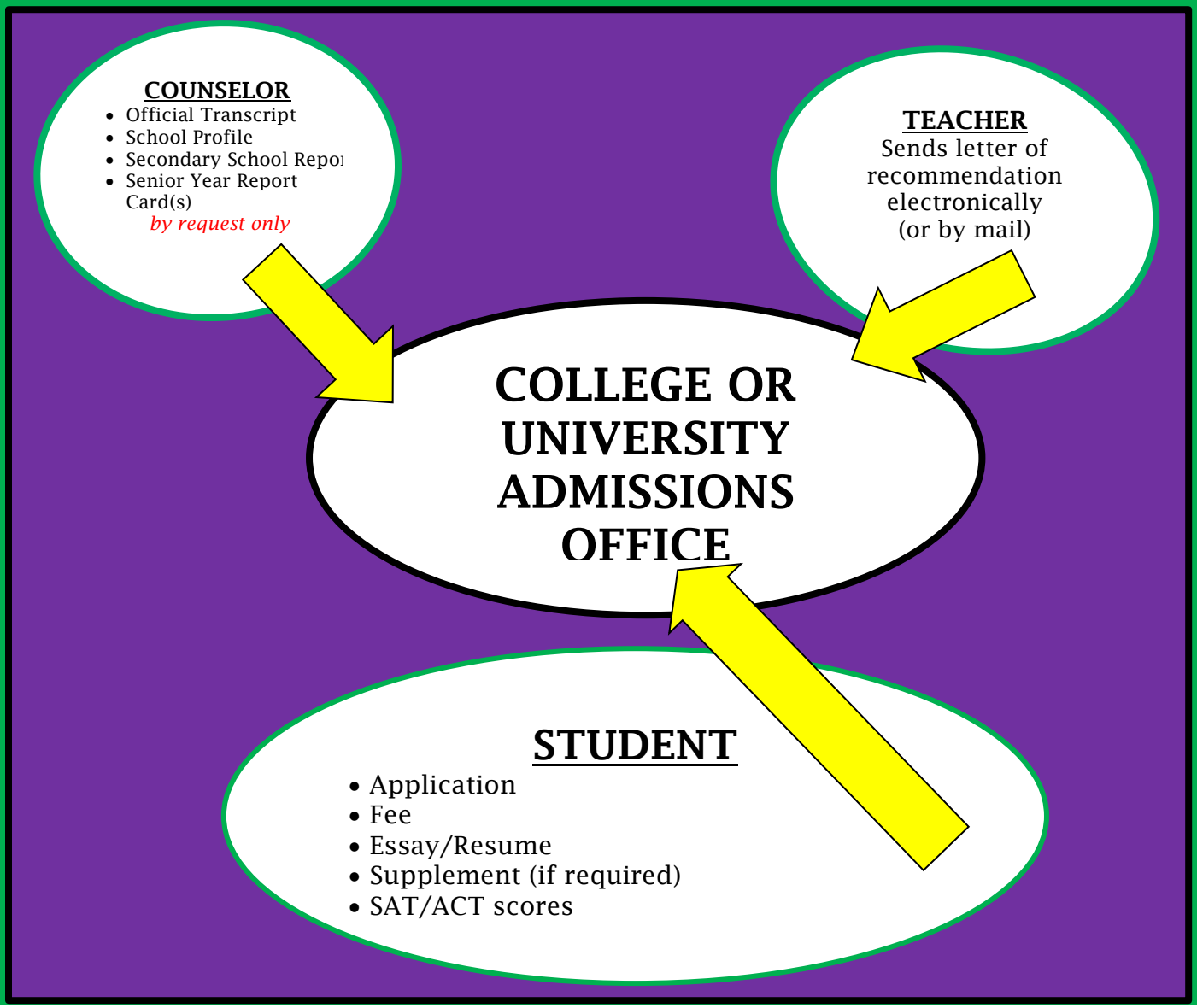


## TYPES OF APPLICATIONS

| APPLICATION OPTION | Application Deadline | # of Colleges Allowed to Apply | Level of Commitment |
|---|---|---|---|
| Early Decision | Either October 15, Nov. 1 or Nov. 15 | ONLY 1 | • Immediate enrollment.<br>• Must withdraw ALL other applications.<br>• Cannot submit any additional applications |
| *Restrictive* Early Action | Usually Nov. 1 or Nov. 15 | ONLY 1 | Commit by May 1 |
| Early Action | Usually Nov. 1 or Nov. 15 | Multiple Colleges (Check college website) | Commit by May 1 |
| Regular Decision | Varies by school (Check college website) | Multiple Colleges | Commit by May 1 |
| Rolling Decision | Varies by school (Check college website) | Multiple Colleges | Commit by May 1 |

**The Norwalk High School deadline for 4-year applications is December 1** *(or the school day that occurs closest to this date).*

## ROLES WITHIN THE APPLICATION PROCESS: WHO SENDS WHAT?



# NAVIANCE ACCESS INSTRUCTIONS

Site: http://connection.naviance/com/norwalkhs

Naviance will be the primary portal through which students will be able to initiate and complete the college application process. Additionally, information regarding field trips, college visits, scholarships and other time-sensitive information will be exchanged therein. Students and families are advised to either download the Naviance app or create a desktop shortcut for the above web address to allow for ongoing and frequent access.

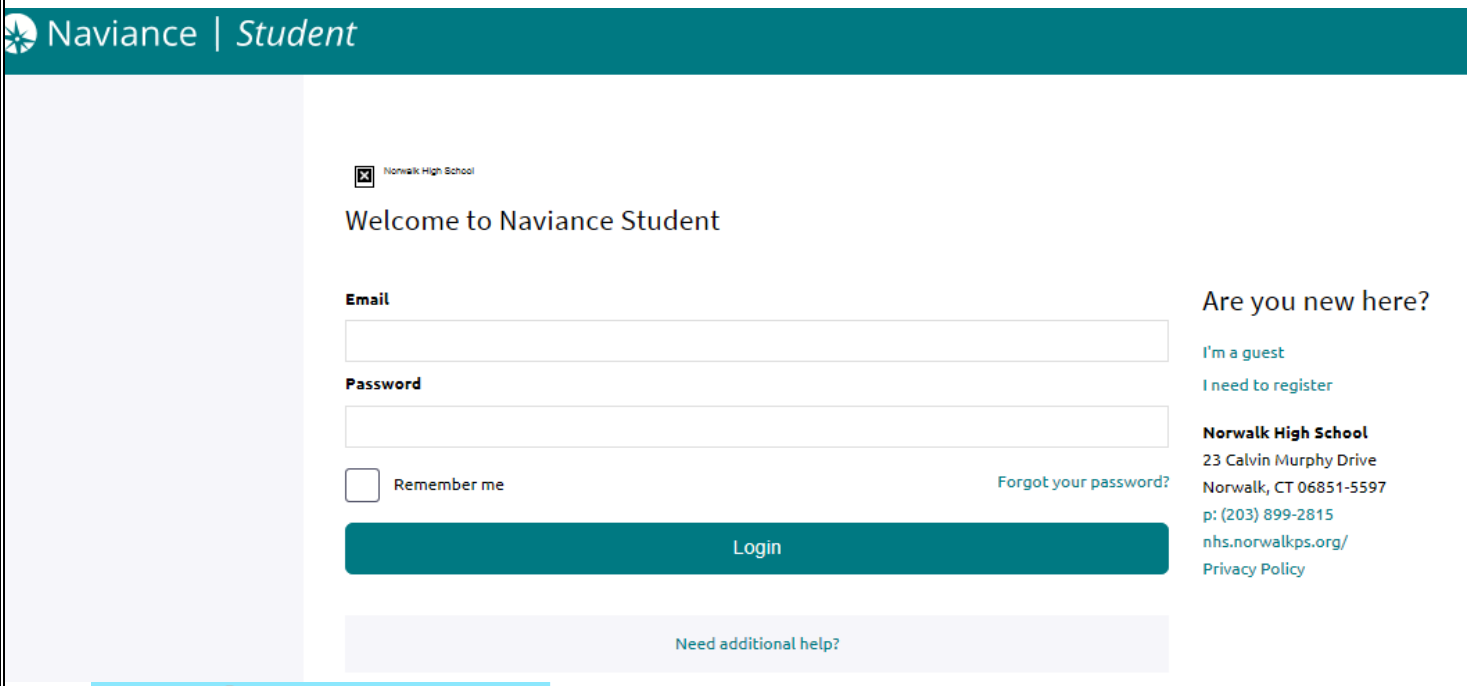
**USERNAME**: student's active personal email account (not NPS acct)

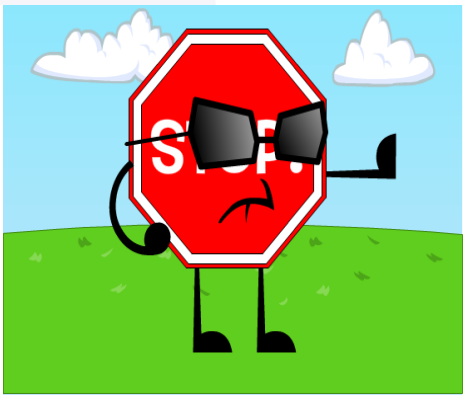
---

**PASSWORD**: typically student ID # (counselor can reset, if forgotten)

---

**Please note that in order to minimize confusion, the email address listed in Naviance will need to be consistently used throughout the entire application process, including in the creation of a student's CommonApp account. As such, if the current email address listed is no longer being used or if it is seemingly inappropriate, students are advised to change the email address with their counselor ASAP.*




**Before you continue, pause now to create a COLLEGE contact listing within your phone.**

**Immediately enter your login credentials for both Naviance and the CommonApp.**

**As you are prompted to create school-specific application accounts, record each individual username and password for that school within your COLLEGE contacts as well.**

## WHAT IS A FERPA WAIVER

**FERPA = *Family Educational Rights and Privacy Act***

- In college admissions, a waiver of your FERPA rights means that you release to the college or university all access to any information that is disclosed on your behalf *during* and *after* the application process.
- By doing so, students are indicating to colleges that they fully trust the information that will be supplied about them in letters of recommendation, etc.
  **Norwalk High School does NOT permit students to read letters of recommendation.**
- Some recommenders may refuse to write a letter on your behalf if you have not waived your rights.

## DECODING NAVIANCE APPLICATION SYMBOLS



School-specific application that may be either paper or electronic; however, this school only accepts transcripts & other documents via postal mail.



School-specific *electronic* application that is NOT on **CommonApp**; accepts electronic submission of transcripts and other documents




College accepts **Common Application** or *school-specific application*; student has indicated *an intention to use* the **CommonApp**.




College accepts either **Common Application** OR *school-specific application*; student has indicated an intention to use the school-specific application.




College accepts **Common Application** OR *school-specific application*; student ***MUST*** *indicate within their Naviance account* which application will be used.

## GENERAL INFO FOR FAQs IN ACADEMIC HISTORY SECTIONS

**NOTE TO STUDENTS:** Whenever possible, most School Counselors will assist you with the completion of any NHS-related information; however, if you begin working on your applications before your appointment time, please make sure that you consistently report all academic history as per below and as indicated on the unofficial transcript you'll soon receive.

| **EDUCATION: SCHOOL** | | **EDUCATION: GRADES** | |
|---|---|---|---|
| **Date of Entry:** | **August 2019*** | **GPA Scale:** | **4.0** |
| **Graduation Date:** | **June 16, 202**** | | |
| **School Type:** | **Public (not private)** | | |
| **Counselor Title:** | **School Counselor** | **GPA Type:** | **Weighted** |

* This date is applicable if you entered NHS in 9th grade; otherwise, you will need to defer to your counselor for the month/year of your transfer. You will also need to enter the dates of attendance for any other high schools besides Norwalk High.

** This date is the tentative graduation date as currently established by the Norwalk Board of Ed. Although this date is subject to change, you should consistently list it per above throughout your application process.

Please make sure to **reference the directory on p. 3** for the *correct spelling* and *email address* of your respective counselor. If their name is misspelled, particularly in the email address, your School Counselor may not receive proper & timely correspondence from your prospective schools.

# NORWALK HIGH SHOOL COUNSELING DEPARTMENT
# SENIOR MEETING: APPLICATION FOLLOW-UP CHECKLIST

Student Name _____

Counselor: _____ Mtg. Date: _____

1) Register online at www.collegeboard.com for the Oct, Nov, or Dec SAT I and/or register online at www.act.org for the Oct or Dec ACT.

2) CommonApp Account Creation
Create an account via www.commonapp.org and be sure to use the same email address for both your Naviance and CommonApp account – if you are unsure about your Naviance email, please consult with your counselor BEFORE you create a CommonApp account. Even if you are not using the Common Application, an account must still be established in order to send your documents electronically via Naviance.
   a. Enter your high school information in the Education Section
   b. Add at least one college to your Dashboard
   c. Sign the *FERPA Release Authorization* - NHS recommends that you ***do waive*** your right to access your records

3) Finalize your college application list:
   a. Finish adding all CommonApp colleges to your Dashboard - the colleges that are listed in your CommonApp account will automatically pull into your Naviance account, once the two accounts are synchronized
   b. Add any **NON**-CommonApp colleges to the ***Colleges I'm Applying To*** list in Naviance; students should NOT manually add any CommonApp colleges to their Naviance account, as this will create duplicate colleges to appear
   c. Be sure that you have AT LEAST TWO Safety colleges on your college list
   d. Consider test-optional colleges if your standardized test scores are not commensurate with your GPA
   e. Be mindful of your college's specific submission deadlines & plan ahead to determine when you will need to submit all of the different forms listed below in bold

4) Complete the CommonApp Matching process in Naviance and then indicate whether or not you will be applying to each college via the CommonApp.

5) Obtain teacher recommendations:
   a. Check each college's recommendation requirements via CommonApp to determine how many letters are allowed/required per college
   b. Be sure to add respective teachers to your Naviance account on the Recommendation Request Page
   c. Fully complete BOTH pages of each ***Student Request for Teacher Recommendation Request Form*** and deliver to your teachers **at least 4 weeks prior to your first application submission deadline**; this form must include your parent/guardian's signed consent

6) Obtain a guardian/parent signature on the ***Written Parental Consent for Transfer of Confidential Information*** form and submit to your counselor ASAP. No records will be sent out on your behalf without first having this consent on file.

7) Complete all main components of the CommonApp:
   a. Completion of each section will be indicated by the green checkmark
   b. Complete any relevant college-specific supplements, if applicable
   c. Answer the college-specific questions via the DASHBOARD for every college
   d. Add "Other Recommenders" to your CommonApp Recommendation Requests (i.e. coaches, employers, pastors, etc.)
   e. You **will not** get a "submit/apply" button until everything that particular college requires has been satisfied.

8) You must submit each college separately via the DASHBOARD within your CommonApp. This step is where the payment for each college will occur, so please anticipate needing your (or your parent's) debit/credit card. Please also note that if you want your counselor to provide a college application fee-waiver, you must be eligible for free/reduced lunch for the CURRENT school year.

9) Submit a fully completed ***College Application Processing Form*** to your counselor - one form must be submitted for every college to which you've applied to generate submission of your official transcript and other supporting documents. **This form must be handed in at least 15 school days prior to each application deadline**.

10) Be cognizant of "Mail-Only" Colleges: Some colleges may have a Red Stamp  icon (as opposed to a Blue Monitor icon) next to them in Naviance.  indicate that the college does not receive materials electronically through Naviance. For these colleges, you will be responsible for providing counselors and teachers with the appropriate forms, as well as stamped and addressed envelopes. Teachers will mail their own respective recommendations/forms and counselors will mail their own school reports/forms along with transcripts

**These documents will NOT be released directly to you to mail and/or submit**.

11) When adding additional colleges to your original list, you must notify teachers to submit their letters to any additional colleges that were not originally on the ***Student Request for Teacher Recommendation Request Form*** that you initially provided.

12) After you complete your college applications, please remember to send your official **SAT/ACT scores** (as well as your **SAT II** and/**or AP scores** if applicable) via your *College Board/ACT* account to **all** colleges that require/recommend them. Norwalk High School DOES NOT release any official standardized test scores! Even if you self-reported your scores on the CommonApp, you must still also send your official score reports directly from the testing agency, *unless you're applying to a test-optional college.*

13) Track the status of your recommendation requests via CommonApp & Naviance:
   a. CommonApp Letter of Recommendation Statuses: *Not Started, Started, Submitted, & Downloaded* (college's admission office has downloaded your recommendation)

   b. Naviance Letter of Recommendation Statuses: *Requested; In Progress; Submitted; Canceled* (students can only cancel a LOR request in the "Requested" state)

14) Check with the colleges to which you've applied to be sure that they have received all the materials submitted on your behalf (*i.e. application, application fee, supplements if required, transcript, letters of recommendation, official SAT/ACT scores)*

15) Request Mid-Year Reports for those colleges that require them – it is your responsibility to know which of your colleges require Mid-Year reports, as they are NOT sent automatically. If you need to request that your midyear report-card be sent to any of the colleges where you applied, **you must notify your counselor via email and you must include the respective contact information for the admissions representative of each college**. Requests made on behalf of colleges may also be forwarded to your counselor.

16) Regularly check your Naviance account & your email for updates:
   a. Check the College Visits schedule in Naviance and print passes to meet with college representatives
   b. Update your college acceptance results in Naviance
   c. Indicate the college that you have decided to attend in Naviance
   d. Check your email routinely for time-sensitive correspondence from the colleges to which you've applied. Please act accordingly regarding any requests for missing or additional information.

17) Plan accordingly for Financial Aid & Scholarships:
   a. Check Naviance for Scholarships and apply to those for which you meet the eligibility criteria
   b. Carry out your own research and apply to as many scholarships as possible
   c. Submit ***Scholarship Application Processing Forms***, together with your completed scholarship packet, directly to your school counselor **at least 10 school days PRIOR to the scholarship deadline**. Transcripts, recommendations, and other college materials will NOT be released directly to you. Therefore, you should come prepared to provide your counselor with your completed scholarship packet and an addressed envelope with postage – then your counselor can include the final documents, seal the envelope, and mail out through NHS.
   d. Plan on attending **Financial Aid Night** with your parents: **Oct 16rd at 6pm in the NHS cafeteria**
   e. Set up an appointment for you and your parents to meet with our financial aid advisor through the Career Center
   f. Remind your parents to file their taxes ASAP
   g. Find out what forms are required by each of your colleges and determine the corresponding deadline dates
      - All colleges require the: **FAFSA** (*Free Application for Federal Student Aid*) – www.fafsa.gov
      - Many colleges require a **CSS profile** as well
   h. Complete the **FAFSA** beginning **October 1st**
   i. Pay attention for the deadline to submit your **Dr. Viola Skenderis Community Scholarship Application**

18) Write a "*Thank You*" note to everyone who wrote a letter of recommendation for you!

Please understand that your primary focus should be the completion of YOUR APPLICATION(s): you should be working to submit your applications by the earliest deadline of your chosen admissions option! And if possible, it is best to try and submit all of your College Application Processing Forms to your counselor at one time.

**PLEASE NOTE**: counselors & teachers submit their items *independent* of your application(s) – therefore, you should NOT wait to apply to any colleges relative to these requests; it is your application that drives the process.

Please ask questions about that which you do not understand, keep any scheduled appointments, continue to work hard in your senior year courses, and above all else, remember that you are surrounded by people willing to help!

**GOOD LUCK!!!**

**Norwalk High School Counseling Department**

***"Framing Futures, Shaping Lives"***

# Please Mark Your Calendar and Plan to Attend NHS's ANNUAL FINANCIAL AID PRESENTATION




**WHEN & WHERE?**

***TUESDAY***

***OCTOBER 14,2022***

***6:30 PM***

***Virtual Zoom***

- NEED BASED AID INFORMATION
- RESOURCES FOR MERIT AID
- FAFSA vs. CSS PROFILE

- TAX CODE INCENTIVES
- TUITION DISCOUNTING
- MINIMIZING STUDENT LOANS

BARNUM FINANCIAL GROUP'S CENTER FOR COLLEGE PLANNING
6 Corporate Drive, Shelton, CT 06484
With Additional Offices Throughout the Tri-State Area
T. (203) 513-6318 | F. (203) 513-6030
college@barnumfg.com | www.barnumforcollege.com

Securities, investment advisory and financial planning services offered through qualified registered representatives of MML Investors Services, LLC. Member SIPC. Barnum Financial Group's Center for College Planning not a subsidiary or affiliate of MML Investors Services, LLC, or its affiliated companies. 6 Corporate Drive, Shelton, CT 06484. Phone 203 513 6000. CRN201908-216472

**EVENT DISCLAIMER:**

Norwalk Public Schools is offering this presentation as a resource for our students and their families. NPS is not responsible for the accuracy or content of information shared in this presentation. Any views or suggestions presented are solely those of the above organization and do not represent those of Norwalk Public Schools.

# SOURCES OF FINANCIAL AID

**GRANTS:**
- Need-based financial aid awarded to students by the state and/or federal government.
- Do NOT need to be repaid
- FAFSA must be completed to be considered for grant funding

**SCHOLARSHIPS:**
- Merit-based financial aid awarded to students by the government or from private sources.
- Do NOT need to be repaid
- Awards generally based upon demonstrated aptitude in a variety of areas incl. academics, sports, theatre arts, visual arts, music leadership and community/volunteer service.
- Some awards may have a connection to student's demonstrated financial need.

**STUDENT LOANS:**
- Loans provided by the federal government.
- FAFSA must be completed for consideration
- All loans MUST be repaid, even if a student does not complete the academic program
- Students & families should fully research terms of the loans, interest rates, and repayment requirements relative to future financial viability.

**WORK STUDY:**
- Coordinated through the financial aid offices at participating colleges and universities.
- Eligible students work part-time at a job that pays a portion of their educational expenses.

# SENIOR YEAR FINANCIAL AID CHECKLIST

**September/October/November**
- Research scholarship opportunities and request application materials.
- Visit www.collegeboard.org. Check whether the colleges to which you are applying use the CSS/Financial Aid Profile and register, if applicable.
- Apply for a Federal Student Aid personal identification number (PIN) at www.pin.ed.gov. Keep your PIN in a safe place where you can refer to it often.

**December**
- Work with your parents or guardians to gather the financial documents and materials necessary for filing the Free Application for Federal Student Aid (FAFSA). You can use last year's tax return(s) for now.

**January**
- Complete and submit the FAFSA form (www.fafsa.ed.gov or www.studentaid.ed.gov/PDFfafsa or **1-800-4-FED-AID**) to apply for state, federal, and institutional grants and loans.
- Ask your parents or guardians to file their prior year federal income tax return(s) as soon after January 1 as possible so that you can update the FAFSA with the most current information.
- Secure and complete the *NHS Community Scholarship Application* either online or from your counselor's office & submit by the noted deadline.

**February/March**
- After you have submitted your FAFSA, you will receive your Student Aid Report (SAR). Check it for any errors. Return the SAR only if you need to make corrections.
- Continue to complete and submit scholarship applications.

**April**
- Review and compare the financial aid packages offered in the financial aid award letters sent by the colleges that accepted you.
- Identify a financial aid contact at each college where you have been accepted. Check in with that person about the status of your financial aid package.
- Organize all correspondence that you receive regarding financial aid in a safe place.

**May/June**
- Work with your parents or guardians to apply for Federal Direct PLUS Loans (Parent Loans for Undergraduate Students) and other private loans, if necessary. If your Federal Direct PLUS application is denied, inform your college's financial aid office immediately and ask for additional options.
- Visit www.studentloans.gov to complete your Loan Entrance Counseling and Master Promissory Note for any federal loans noted on your financial aid letter.
- Review all bills for tuition, housing and meal plans as well as other correspondence from your school's financial aid office.

**Follow all directions carefully and meet all deadlines!**

# APPENDIX OF POSTSECONDARY FORMS

**FORM A: PARENTAL DISCLOSURE STATEMENT = MANDATORY**
**(student gives to form to parent; form returned to counselor)**

**FORM B: STUDENT REQUEST FOR TEACHER RECOMMENDATION**
**(student completes both pages; *obtains parental signature*; student gives (1) form to EVERY teacher agreeing to write LOR)**

**FORM C: COLLEGE APPLICATION PROCESSING FORM**
**(student completes form AFTER completing each application; student gives (1) form to COUNSELOR for EVERY school to which they apply)**

**FORM D: SENIOR STATEMENT OF POST-SECONDARY PLANS**

***(Student is asked to DETACH and then complete this form relative to their current postsecondary plans. Immediately upon its completion, this form should either be given to the School Counselor conducting this session or delivered directly to the office of the student's School Counselor)***

**FORM E: SENIOR LISTING OF PROSPECTIVE COLLEGE APPLICATIONS**
**Student completes this form listing ALL of the schools to which they plan to submit an application. This form is to be given to the School Counselor immediately upon its completion to allow for the requisite follow up needed to support the student with the submission of the documents required of the school.**

**NOTE:** Additional copies of the various forms will be available in School Counselor offices as well as in the Career Center.

**FORM A**


**NORWALK HIGH SCHOOL COUNSELING DEPARTMENT**

23 Calvin Murphy Drive Norwalk, CT 06851

Tel: (203) 838-4481 Fax: (203) 899-2815


# WRITTEN PARENTAL CONSENT FOR TRANSFER OF CONFIDENTIAL INFORMATION

******No transcript or requested documents will be sent without the return of this form******

Under the *Family Educational Rights and Privacy Act* of 1974 (FERPA), information from a student's educational record cannot be shared with a third party without signed permission from the parent/guardian of that student.

Please complete and sign below if you grant permission for the requested items to be forwarded to the institutions to which your son/daughter or ward may be applying.

Per my signature below, I hereby authorize that the Norwalk High School Counseling Department and teaching staff have my permission to release to colleges, other postsecondary institutions, employers and applicable scholarship committees any relevant information from my child's academic record. The requested items shall include but are not limited to transcript, secondary school report, recommendation(s) and student grade reports. I understand that every request made on behalf of my child will activate this release.

| _____ | _____ | _____/_____/_____ |
|---|---|---|
| Student's FIRST Name | Student's LAST Name | Student's Date of Birth |
| _____ | _____ | _____ |
| Parent/Guardian's FIRST Name | Parent/Guardian's LAST Name | Relationship to student |
| _____ | | _____/_____/_____ |
| Parent/Guardian Signature | | Today's date |

**NOTE TO PARENT:** Upon completion, please have your child immediately return this form directly to their School Counselor

FORM B

# NORWALK HIGH SCHOOL COUNSELING DEPARTMENT
# STUDENT REQUEST FOR TEACHER RECOMMENDATION
# STUDENT INFORMATION FORM

Directions for Students: **Complete the form and give a copy to EACH teacher from whom you are asking to write a letter of recommendation.** You must submit this *completed* form to your teacher at least **4 weeks** prior to your ***first*** application submission deadline. **This form must include your parent/guardian's signed consent for your teacher to release records on your behalf.** You must also be sure to add all Common App colleges to your Common App Dashboard; add non-Common App colleges to your Naviance account; and add any teachers from whom you are requesting a recommendation to your *Recommendation Requests* in Naviance.

**Student:** _____ _____ **School Counselor:** _____
First Name Last Name

**Student Cell Phone: (__)**_____ _____ **Student Email:** _____ @_____

Complete this grid by 1*) listing every college to which you want this letter sent*, 2*) indicating the date by which you'd like the letter submitted* & 3) *circling YES or NO as to whether or not you are submitting a particular application via the Common Application.* It is your responsibility, as the student applicant, to check with each college about the number of required vs. allowable recommendations and about that college's specific submission deadlines. Then complete the questions below and please be as detailed as possible in the information that you provide (use the reverse side if more space is needed).

| College/University | Requested Submission Date | Submit Via Common App |
|---|---|---|
| 1. | | YES NO |
| 2. | | YES NO |
| 3. | | YES NO |
| 4. | | YES NO |
| 5. | | YES NO |
| 6. | | YES NO |
| 7. | | YES NO |
| 8. | | YES NO |
| 9. | | YES NO |
| 10. | | YES NO |

**Teacher:**_____ _____

**Course(s) taken with this teacher:**_____ _____

**Grade Level(s) Taken (circle):** 9th 10th 11th 12th

**Final Grade Received in Course #1:**_____ **Course #2:**_____

**1. What did you enjoy most about this class?**

_____

_____

_____

_____

***(please see reverse side for additional questions)***

2. What specific experience/project/discussion/concept did you find most stimulating or felt brought out the best in you?

3. What were your academic strengths and weaknesses in this class?

4. What challenge, if any, did you encounter in the class and how did you handle it?

# NORWALK HIGH SCHOOL COUNSELING DEPARTMENT

## STUDENT REQUEST FOR TEACHER RECOMMENDATION

## MANDATORY PARENTAL DISCLOSURE STATEMENT

Directions for Parents: Please complete and sign below if you grant permission for the items that your son/daughter/ward has requested to be forwarded to the institutions to which he/she may be applying.

I hereby authorize that the following teacher_____ has my permission to release a letter of recommendation and any corresponding teacher evaluation forms to colleges, other postsecondary schools, and scholarship committees when requested on behalf of:

| Student First Name | Student Last Name | / / Student's Date of Birth |
|---|---|---|
| Parent / Guardian First Name | Parent /Guardian Last Name | |
| Parent/Guardian Signature | | / /20 Today's Date |

**TEACHER USE ONLY**

Date Form Submitted to Teacher _____ Teacher's Initials _____

**FORM C**

## NORWALK HIGH SCHOOL COUNSELING DEPARTMENT

# COLLEGE APPLICATION PROCESSING FORM

This form must be submitted directly to your School Counselor at least **(15) school days** **PRIOR** to the application deadline.

A ***SEPARATE*** PROCESSING FORM ***MUST BE COMPLETED*** FOR ***EVERY*** SCHOOL TO WHICH AN APPLICATION HAS BEEN (*OR WILL BE*) SUBMITTED.

**Student's Name** _____ **Intended Major** _____

**Student's Cell Phone:** _____ **Student Email** _____

**ATTN. STUDENT:** Please make sure that you have created a Common App account and completed the Common App Matching process in ***Naviance Student***. Even if you are **NOT** using the Common Application, an account number MUST BE established through the Common Application website.

**NAME OF COLLEGE** _____ **CITY, STATE** _____

**APPLICATION TYPE :** **ED** **EA** **RD** **RA** **APPLICATION DEADLINE DATE** _____

| College Application Deadline | Due to School Counselor No Later Than: | DATE ***RECEIVED BY*** STAMP (office use only) |
|---|---|---|
| November 1 | October 15 | |
| November 15 | November 1 | |
| December 1 | November 15 | |
| December 15 / January 1 | December 1 | |

**Are you using the *Common Application* to submit this particular application?**

_____ **YES**: the above school has already been added to my **CommonApp** *Dashboard.*

_____ **NO**: I will be using a ***School-Specific*** application for the above named school, and I have already added this school into the list of *Colleges I'm Applying To* within my Naviance account.

**Please check all that apply:**

_____ A Counselor Recommendation Report **IS NOT REQUIRED** for this college.

_____ A Counselor Recommendation Report **IS REQUIRED** for this college.

---

**IT IS THE STUDENT'S RESPONSIBILITY TO SUBMIT BY THE DEADLINE DATE:**

**1) THE COMPLETED APPLICATION**, *incl. any required supplemental essays, portfolios, etc.*

**2) ANY APPLICATION FEES**

**3) TEST SCORES** (*IF REQUIRED*)

**NOTE:** SAT, ACT and/or AP scores must be sent directly from College Board and/or ACT to EVERY college to which an application is submitted. Norwalk High School *does NOT* submit standardized test scores. The NHS CEEB code is **070580.**

---

**WITHIN 15 SCHOOL DAYS OF THE DATE THIS FORM IS RECEIVED (see stamp date above), THE SCHOOL COUNSELING DEPT. WILL SUBMIT *DIRECTLY TO THE COLLEGE/UNIVERSITY* INDICATED ABOVE:**

**1) THE OFFICIAL TRANSCRIPT**

**2) THE NORWALK HIGH SCHOOL PROFILE**

**3) THE SECONDARY SCHOOL REPORT**

**4) COUNSELOR RECOMMENDATION REPORT *(IF REQUIRED & REQUESTED)***

---

**COUNSELING OFFICE USE ONLY**

Transcript _____ Profile _____ Counselor Rec _____ School Report _____ First Qtr. /Mid-Year Grades _____

Date Electronically Sent _____ Date Mailed _____

FORM D

# NORWALK HIGH
## SCHOOL COUNSELING DEPARTMENT
# SENIOR STATEMENT OF POST-SECONDARY PLANS

**Please write the name of your School Counselor:_____**

**DIRECTIONS:** Please read each category carefully and complete this form relative to your current plans. We understand that some choices may change but this form will allow your counselor to prioritize your applications based upon the different deadlines. You will have an opportunity to update this information within your Naviance account and/or during a meeting with your counselor.

**Please answer item #G below *regardless* of your plans!**

**A.** I plan to apply to (*or have already applied*) to at least one **4-year College or University**: Circle YES or NO

*If you answered YES, please also complete this **next** question*:

I have already created a Common Application account**:** Circle YES or NO

**B.** I plan to apply to (*or have already applied*) to at least one **2-yr Community or Post-Grad/ Junior College:** Circle YES or NO

**C.** I plan to pursue a particular trade and apply to (*or have already applied*) to a **Technical/Career School** *(i.e. HVAC, plumbing, electrical, auto etc.)*: Circle YES or NO

**D.** I plan to take a **Gap Year** before continuing my education: Circle YES or NO

**E.** I plan to enlist in the **Military:** Circle YES or NO

**F.** I plan to enter the **Work Force** after graduating high school: Circle YES or NO

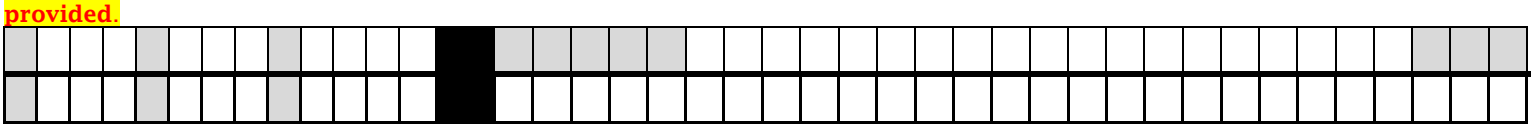
**G.** I plan to pursue work in the *following* **career field:**_____

(PLEASE ANSWER ON LINE ABOVE)

## PLEASE READ RE: SENIOR YEAR COUNSELOR COMMUNICATION

*Your personal cell # will not be used for any other purpose than school business. In lieu of making PA announcements, some School Counselors may opt to use Google Classroom and/or another platform to send to you reminders, updates, etc. Please also **check your email daily** as counselors may use your email to inform you of your appointment times, career fair/field trip opportunities and/or to clarify information needed to fulfill one of your requests. If it is not already set up, you may wish to enable "email notifications" on your phone as you will be directly responsible to read and respond accordingly to all information communicated to you.*

**Please enter in the grids below both your personal cell # & email address, one (1) character per space using the example provided.**



**Student Cell Phone #** **Student's (Personal) Email *(not NPS account)***

**PLEASE RETURN THIS FORM TO YOUR ADVISORY TEACHER IMMEDIATELY UPON COMPLETION.**

NORWALK HIGH SCHOOL COUNSELING DEPARTMENT

**FORM E**

# SENIOR LISTING OF PROSPECTIVE COLLEGE APPLICATIONS

**NAME** _____ _____ **SCHOOL COUNSELOR:** _____

Print full **FIRST** name Print full **LAST** name

**INSTRUCTIONS: Please carefully read the descriptions for the three categories of college applications. Then based upon your current intentions, please fully complete the chart below with the names of ALL schools to which (you already have or) plan to submit an application for admission. Please be mindful that the suggested number of applications is less than less than 10 so please only indicate those schools to which you are definitely committed to applying.**

| **" DREAM / REACH" SCHOOLS** | Although the average acceptance rates are between **1 – 49 %** which may be statistically **out of reach** for most students, I still plan to apply (*or have already applied*) to the following schools: | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Full Name of School** | **LOCATION (City, State)** | **AVG. GPA of accepted students** | **% of** applicants accepted | **AVG EBRW SAT** | **AVG Math SAT** | **Application Submitted** YES or NO | **Have you visited Campus?** YES or NO | **Have you discussed the cost of this school with your parent/guardian?** |
| **#1** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#2** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#3** | | | | | | | **Y or N** | **Y or N** | **Y or N** |

| **" POSSIBLE / TARGET" SCHOOLS** | I plan to apply (*or have already applied*) to the following school(s) which have average acceptance rates between **50 – 80 %** **and/or** my academic profile ***closely resembles*** the statistics of students typically admitted to these schools. | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Full Name of School** | **LOCATION (City, State)** | **AVG. GPA of accepted students** | **% of** applicants accepted | **AVG EBRW SAT** | **AVG Math SAT** | **Application Submitted** YES or NO | **Have you visited Campus?** YES or NO | **Have you discussed the cost of this school with your parent/guardian?** |
| **#1** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#2** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#3** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#4** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#5** | | | | | | | **Y or N** | **Y or N** | **Y or N** |

| **" SAFETY " SCHOOLS** | I plan to apply to the following school(s) which have average acceptance rates between **81 – 99%** **and/or** my academic profile ***greatly exceeds*** the statistics of students typically admitted to these schools. | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **Full Name of School** | **LOCATION (City, State)** | **AVG. GPA of accepted students** | **% of** applicants accepted | **AVG EBRW SAT** | **AVG Math SAT** | **Application Submitted** YES or NO | **Have you visited Campus?** YES or NO | **Have you discussed the cost of this school with your parent/guardian?** |
| **#1** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#2** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#3** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#4** | | | | | | | **Y or N** | **Y or N** | **Y or N** |
| **#5** | | | | | | | **Y or N** | **Y or N** | **Y or N** |

**Of the schools you have listed above, which (1) school do you consider to be your most realistic option relative to your own GPA & SAT scores: _____**

**PLEASE RETURN THIS FORM TO YOUR SCHOOL COUNSELOR IMMEDIATELY UPON COMPLETION**

**tws 9/17/03; rev. 915/19**