

HIGH SCHOOL INFORMATION FOR APPLICATIONS

Ardsley High School

300 Farm Road
Ardsley, NY 10502

Phone: 914-295-5800

Fax: 914-295-5977

School CEEB Code: 330210

Date of Entry: September 2021

Date of Graduation: June 23, 2025

GUIDANCE COUNSELORS

Mr. Bryan Costa

Phone: 914-295-5864

Email: bcosta@ardsleyschools.org

Mr. Eric Helmrich

Phone: 914-295-5851

Email: ehelmrich@ardsleyschools.org

Mr. William Lessa

Phone: 914-295-5852

Email: wlessa@ardsleyschools.org

Ms. Jenna Ryan

Phone: 914-295-5862

Email: jryan@ardsleyschools.org

Ms. Christine Farrell

Phone: 914-295-5853

Email: cfarrell@ardsleyschools.org

We do not report class rank.

Graduating Class Size: 194

GPA: Your GPA is on Naviance

GPA Scale: 4.0 Unweighted

To schedule an appointment with your guidance counselor, call the **Guidance Office:**

Lurana Spinelli

914-295-5860

Patty Medina

914-295-5858

ARDSLEY HIGH SCHOOL
2024-25 APPLICATION INFORMATION
www.ardsleyschools.org

Submission of a college application includes **FOUR** components:

1. Your materials
2. School materials
3. Teacher Evaluations
4. Official SAT/ACT score reports and SAT Subject Test, when applicable

Ardley High School sends a student's transcript, the Secondary School Report (SSR), a Counselor Recommendation Letter, and the School Profile. A transcript will include your senior courses. Teachers send a completed Teacher Evaluation Form. The College Board or the ACT agency send "official" score reports after (**and only after**) you make a request to send your scores. You make this request on their respective websites at www.collegeboard.org or www.ACT/student.org.

Training Resources – Step by Step Instructions for the Common Application:

1. appsupport.commonapp.org
2. www.khanacademy.org/college-admissions/applying-to-college

Matching Your Common App and Family Connection Accounts

The following steps are **REQUIRED** if you are using the Common App. Completing these steps allows your transcripts and recommendations, which are in Naviance, to be matched with your Common App.

1. **First, go to Common App:**
 - Log into your Common App account. If you've not created an account, you will need to do that.
 - In the Education Section, fill in the high school year of graduation.
 - Go to "My Colleges." If no colleges are listed, go to "College Search" and add at least one college to which you will be applying.
 - Click one of the colleges and then click on Recommendations and FERPA.
 - Click the FERPA Release Authorization, giving Ardsley permission to send your transcript. Follow the instructions and click these items:
 - o I authorize every school that I have attended to release all requested records. . .
 - o I waive my right to review all recommendations and supporting documents. . .
 - o I understand that my waiver or no waiver selection above pertains to all colleges. . .
2. **Second, go to Family Connection:**
 - Login and click the Colleges tab. Then click "Colleges I'm applying to"
 - Enter the email address used in your Common App account.
 - Once you've done this correctly and you see this, you are finished:
 - o Common App Account Matching – Complete
 - o Your Common App account was successfully matched
 - o FERPA Status: Waived
3. **Enter only the Common Application colleges you are applying to in the "My Colleges" list in the Common Application.**
4. **Enter both the Common Application and non-Common Application colleges you are applying to in Family Connection.**
 - Click on COLLEGES
 - Click on COLLEGES I'M APPLYING TO
 - Click on REQUEST TRANSCRIPT
 - Look up the colleges you may have already applied to or have started applying to in the COLLEGE LOOK UP box. Remember you should not enter the *Common Application* colleges to this list until you have entered them in your "My Colleges" list in the Common Application
 - Enter the Type of application: Early Decision, Early Action, Regular, Priority, and Rolling
 - Click box to send Mid-Year Transcript

5. **Request a Transcript.**
 - Click on the **REQUEST TRANSCRIPT** box

NOTE: THIS STEP MUST BE DONE TO ENSURE THAT TRANSCRIPTS ARE SENT AND IT MUST BE DONE AT LEAST TEN (10) SCHOOL DAYS BEFORE THE COLLEGE APPLICATION DEADLINE.

6. **Complete the Transcript Request Form and return it to Guidance.** Note: If you do not return this form, we will not send your transcripts to the colleges.
7. **You can now proceed ahead (if you haven't already) to complete your college applications – either through the Common Application or through the individual college/university applications.** Included here will be any supplement forms if required by the college/university you are applying to.
8. **Request for Teacher Recommendation.** Before you make a request on Naviance:
 - **Ask your teacher for a recommendation via email.**
 - Proceed to Naviance and request a teacher recommendation by clicking on the teacher recommendation tab.
 - Select a teacher from the drop down list and provide necessary information in the comment section
 - Each teacher has different procedures regarding this process.
 - Please follow teacher directions!

Answers to Common Questions You May Have:

Graduation Date: June 2025	Graduating Class Size: 194	Courses: Use transcript name
Counselor Title: Counselor	GPA Scale: 4.0 Unweighted	Credits: Semester course earn 0.5 credit
Counselor Phone: 914-295-5800		Year long earn 1.0 credit
Guidance Fax: 914-295-5977	CEEB Code: 330210	Every other day earn 0.5 credit

Additional Information for Common Application Completion:

Bryan Costa, Guidance Counselor	Email: bcosta@ardisleyschools.org	Phone: 914-295-5864
Eric Helmrich, Guidance Counselor	Email: ehelmrich@ardisleyschools.org	Phone: 914-295-5851
William Lessa, Guidance Coordinator	Email: wlessa@ardisleyschools.org	Phone: 914-295-5852
Jenna Ryan, Guidance Counselor	Email: jryan@ardisleyschools.org	Phone: 914-295-5862
Christine Farrell, Guidance Counselor	Email: cfarrell@ardisleyschools.org	Phone: 914-295-5853

College and graduation date

Degrees earned

Parent's Level of Education

List of activities while in high school only

Standardized testing information to self-report

Important Dates and Events

2024-2025

SEPTEMBER – OCTOBER:

- Register for Standardized Tests: SAT, SAT Subject Test and/or ACT
- Senior Parent College Evening Meeting – Thursday, September 12
- Begin finalizing your college list
- Senior Seminar – Applications/The How's
- Begin filling out applications and writing essays
- Schedule Family/Individual meeting with Guidance Counselor
- Request Teacher Recommendations
- Attend scheduled college visits
- October 5, 2024 – SAT Exam Date
- October 26, 2024 – ACT Exam Date
- October 17, 2024 – Financial Aid Night (details to follow)

NOVEMBER – DECEMBER:

- Family/Individual meetings with Guidance Counselor
- Continue filling out applications
- Follow-up visits to colleges
- Attend scheduled college visits
- FAFSA scheduled to be available late December
- Complete Standardized Testing
- November 2, 2024 – SAT Exam Date
- December 7, 2024 - SAT Exam Date
- December 14, 2024 – ACT Exam Date
- Mid-December – Early Decision/Early Action responses to applicants

November 1-15 – Early Decision/Early Action notification application deadlines begin.

Students applying for an Early Decision/Early Action review must check and meet all deadlines. Students applying for financial aid must complete an early financial aid form.

Friday, December 6th – Last date for request of transcripts from the Guidance Office for submission prior to December break.

GRADE POINT AVERAGE

4.0 SCALE

Grade Point Average (GPA) is computed at the end of the junior year and the first semester of the senior year. The GPA is also used to determine a quintile distribution. Final class grades for all high school credit courses, **EXCLUDING Physical Education**, are used in GPA calculation. Middle school courses with HS credit are included in the calculation. Each final grade is converted to a numerical value using the Quality Points listed below. The GPA is calculated by dividing the total number of quality points by the total number of credits earned.

Listed below is the scale used in determining Quality Points for each course final grade.

Grade	GPA
A+	4.3
A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7
D	1
F	0

Below is an illustration of the formula used:

<u>Course</u>	<u>Final Grade</u>	<u>Credits</u>	<u>Quality Points</u>
English 9R	A	1.00	4
Biology Honors	B+	1.00	3.3
Chorus	B	0.50	1.5

$$\begin{aligned} \text{Total Quality Points} &= 8.8 \\ \text{Total Credits} &= 2.5 \\ \text{GPA} &= \frac{8.8}{2.5} = 3.52 \end{aligned}$$



AHS Student Brag Sheet

Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself.

** - Check if applies.

Last name First name Email Address Cell #

Name of parent/guardian Name of parent/guardian

Who do you live with: Father Step-father Mother Step-mother
 Grandfather Grandmother Aunt Uncle Legal Guardians Others _____

Father/Guardian Place of Employment Mother/Guardian Place of Employment

Are you the first person in your family to attend college Yes No

List siblings/if they attend college and where: 1. _____
2. _____ 3. _____ 4. _____

Have you taken a standardized test already?: SAT Date _____ ACT Date _____
Are you planning on taking a standardized test?: SAT Date _____ ACT Date _____

If you receive accommodations, do you hope to continue to receive them in college?: Yes No

Start Bragging!

Awards and Honors:

Award	Reason for Award	Year received
<i>Example - Honor Society</i>	<i>Receiving a 3.5 GPA or above.</i>	<i>2024-2025</i>

Athletics:

Sports	Grades	Position/Leadership Role
<i>Example - Girls Varsity Volleyball Team</i>	<i>10, 11</i>	<i>Varsity Captain</i>

Are you hoping to play a sport in college/university? If yes, please indicate the sport and division.

Sport	Division



AHS Student Brag Sheet

Extracurricular Activities: Any involvement with clubs/organizations (either in or out of school).

Organization/Club	Grades	Position/Leadership Role/ Honors
<i>Example - Spanish Club</i>	<i>9,10,11</i>	<i>Secretary</i>

Community Service:

Please list your off-campus activities such as church and community programs, volunteering, etc. List ways you have given back to the community. If you need more space, please attach an additional sheet.

Name of establishment	Years	Description
<i>Example- Beach Clean Up USA</i>	<i>2021 - Present</i>	<i>Beach cleanup with my classmates.</i>

Work Experience:

Employer	Years	Job Title/Position	Duties

Getting to Know you:

1. Of the activities listed above, please write at length about 2-3 activities that are the most important to you. Tell us how you became involved, more about the activity itself and what you do, why you are passionate about it, what you have gained from doing it, and if you plan to pursue this activity in college and beyond.
2. List 3 adjectives that describe you and explain why.
3. What is the most significant contribution you have made to Ardsley? Describe 2 or more personal achievements that have given you satisfaction.
4. How have you challenged yourself in high school? Briefly describe projects, activities, and experiences you have completed of which you feel particularly proud.
5. If you could restart high school, would you do anything differently?
6. We are all individuals. What sets you apart from your classmates/peers? (Include any special hobbies, talents, interests, strengths or passions). Is there anything you choose to learn on your own?



AHS Student Brag Sheet

7. Tell me about an incident/situation that reveals something about your personality or values. Be specific.
8. Evaluate yourself, consider motivation, work ethic and ability to work under pressure. Is your academic record a true indicator of your potential? If your transcript has a grade or series of grades that you feel does not represent your ability, please discuss it here.
9. Broader context in which we should consider your performance and involvements? Some examples of broader contexts include particularities of family situation or responsibilities, after-school work obligations, sibling childcare or other circumstances, either positive or negative.

Narrowing Your Search: (If you don't know, that's okay!)

Potential Majors of Interest:

1) _____ 2) _____ 3) _____

Career Goals: What do you want to do when you grow up?

1) _____ 2) _____ 3) _____

Size:

Big Medium Small

Geographic Location:

Northeast: Maine to Washington, DC

Southeast: Virginia to Florida

South: Tennessee, Alabama, Mississippi, Louisiana, Oklahoma, Kentucky

Midwest: Ohio, Michigan, Wisconsin, Minnesota, Illinois, Indiana, Wisconsin

Setting:

Urban- campuses are located in a city

Rural- campuses are located often near farms and wilderness areas and usually near a small town.

Suburban - campuses are in small cities, large towns or residential areas near cities.

Religious Affiliation: No Yes _____

List the colleges and universities you are thinking about:

1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____
7) _____ 8) _____ 9) _____

The above information is true and accurate to the best of my knowledge.

Signature

Date

Parent Brag Sheet

As a parent, you have valuable information that can assist us in writing the most thorough recommendation for your child. You have spent more hours with your child than any person and can therefore provide important personal insights. Thank you for sharing!

Student Biographical Info.

1. List the two or three most pertinent events or circumstances that have shaped your child's personal or family history.
2. We are sure that she/he has many, but what do you consider to be your child's greatest achievement to date? What skills does she/he utilize to achieve that goal? What are your child's greatest strengths?
3. List your child's three most important non-academic interests and experiences; be sure to include descriptions and details that show commitment, growth, success, or leadership.
4. What three adjectives best describe your child? Please explain.
5. Colleges often want us to assess students in areas of leadership, confidence, maturity, warmth of personality, dedication to others, and contribution to the community. How would you describe your child in these areas? Please provide supporting examples.
6. Please share a recent story or event that best illustrates a quality that is central to your child's personality.
7. What is the single most important thing you want colleges to know about your child?

Academic Setting

1. How does your child learn best?
2. What are your child's most notable academic and/or social challenges?
3. Possible Majors or areas of academic interest.
4. Desired Geographic Location.
 - Northeast: Maine to Washington, DC
 - Southeast: Virginia to Florida
 - South: Tennessee, Alabama, Mississippi, Louisiana, Oklahoma, Kentucky
 - Midwest: Ohio, Michigan, Wisconsin, Minnesota, Illinois, Indiana, Wisconsin
5. If there are specific colleges you have in mind for your child, please list them and tell us why you think they are appropriate choices

Signature

INTERVIEWER'S QUESTIONS

To Seniors:

As you know, most colleges no longer require interviews. Of those that do, usually the smaller liberal arts colleges, Bates in Maine, pays a great deal of attention to them. The Director of Admissions at Bates wrote the following questions for his colleagues to ask of young candidates. You may find reading them and thinking about them good preparation for the interviews you will have.

- What has influenced you to like history, (biology, French...)?
- How would you describe yourself as a student?
- Have you been a strong student?
- What do you see as the value of taking challenging courses?
- If I met one of your good friends, how would he or she describe you?
- In what ways are you different from your close friends?
- If you were the head of your school, what would be your priorities?
- Do you have a sense of the direction your academic career might take?
- How do you think you might change in college?
- What kind of lifestyle would you like ten years from now?
- What kind of an adult do you want to become?
- How are you like or unlike your parents or siblings? Why?
- What do you and your friends see as the social or political issue, which is effecting your generation most seriously?
- Do you have a sense of how college, this particular college, will help you grow as a person as well as a student?
- What is your attitude toward...?
- What are your feelings about...?
- Picture yourself as a student here. How do you see yourself becoming involved? How would you contribute to our school community?
- What haven't I asked you that you feel I should know?

One final note: Your counseling sessions with us are good preparations for college interviews. Beyond these, don't hesitate to ask us to give you a practice one prior to your sitting for a college interview. Above all, believe in yourself. You will do well.

Self-Evaluation

1. ACADEMIC RECORD

Transcript

- Type of Courses
- Course Rigor
- Grades within these courses
- Senior Courses
- G.P.A.
- Trends

Standardized Test Scores

- ACT
- SAT
- AP Exams

2. INTERESTS

- Likes/Dislikes
- What type of skills do you want to develop?
- What do you enjoy learning on your own?
- How do you spend time outside of school?

3. VALUES

- Level of commitment
- What kind of person does you want to become?
- Do you make choices for yourself?
- What outside influences impact your choices?
- How do you see yourself as a learner/student

4. ACTIVITIES – EXTRACURRICULAR, COMMUNITY OR EMPLOYMENT

- Leadership- have you taken on any leadership roles? Are there any opportunities?
- Diversity – do you have too many commitments? Not enough?
- Any special talent or interest developed in activities
- Social skills
- Community service

5. SUMMER

- Special summer programs
- Employment

6. EXPECTATIONS

- How much of an academic challenge is appropriate?
- How much attention do you expect to get?
- What kind of living conditions are you looking for?
- What kind of post-secondary experience do you hope to have?

SAT TEST DATES 2024-2025

Test Date	Normal Registration	Late Registration
October 5, 2024	September 20, 2024	September 24, 2024
November 2, 2024	October 18, 2024	October 22, 2024
December 7, 2024	November 22, 2024	November 26, 2024
March 8, 2025	February 21, 2025	February 25, 2025
May 3, 2025	April 18, 2025	April 22, 2025
June 7, 2025	May 22, 2025	May 27, 2025

ACT TEST DATES 2024-2025

Test Date	Registration Deadline	Late Registration
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 08, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025	May 9, 2025	May 26, 2025

Sign Up At: www.collegeboard.org

www.act.org



ARDSLEY HIGH SCHOOL

Tel: (914) 295-5800 Fax: (914) 295-5977

300 FARM ROAD • ARDSLEY, NEW YORK 10502

PSYCHOLOGIST'S FORM

RELEASE OF CONFIDENTIAL INFORMATION
FOR STUDENTS CLASSIFIED WITH A DISABILITY

I hereby authorize the Ardsley Union Free School District to release information concerning

_____ to (name of person, agency/college, address):
(Student's Name)

____ Individual Evaluation (including psychoeducational and other specialized CSE/504 evaluations)

____ Individual Education Plan (IEP) or Section 504 Accommodation Plan. (Please circle one)

____ Other (detail): _____

<u>Name and Address of School/Program</u>	<u>Contact Person</u>	<u>Special Program</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Parent Signature: _____

Relationship: _____

Date: _____



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300 FARM ROAD • ARDSLEY, NEW YORK 10502

COUNSELOR'S FORM

RELEASE OF CONFIDENTIAL INFORMATION
FOR STUDENTS CLASSIFIED WITH A DISABILITY

I hereby authorize the Ardsley Union Free School District to release information concerning

_____ to (name of person, agency/college, address):
(Student's Name)

- 1. _____

- 2. _____

- 3. _____

- 4. _____

INFORMATION TO BE RELEASED

_____ Student Transcript

_____ Letter of Recommendation including discussion of special education
needs _____

Parent Signature: _____

Relationship: _____

Date: _____

TRANSCRIPT REQUEST FORM

STUDENT'S NAME _____

(Please list the full address of each institution or admissions center)

NAME & ADDRESS OF SCHOOL	PLEASE CIRCLE	REQUEST TRANSCRIPT	-- DATES TRANSCRIPT SENT	DATES --- DATES --- NAVIANCE PUT ON	DATES --- MIDYEAR SENT
1.	Hard Copy				
	Common				
	Direct/Coalition				
	ED/EA				
2.	Hard Copy				
	Common				
	Direct/Coalition				
	ED/EA				
3.	Hard Copy				
	Common				
	Direct/Coalition				
	ED/EA				
4.	Hard Copy				
	Common				
	Direct/Coalition				
	ED/EA				
5.	Hard Copy				
	Common				
	Direct/Coalition				
	ED/EA				