



**Skyline High School
Raider Career Center
Advising Handbook
2025-2026**

Last updated 8/13/2025



ASP Skyline Team

“One Way Ticket to Success!”

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Understand ASP

ASP stands for Academic Success Program. We provide full-time, comprehensive, and complimentary college advising for all Skyline HS students. ASP Advisors are trained in the following areas:

1. 9-11th grade college planning
2. College selection
3. Application building
4. Essay writing
5. Financial aid completion (FAFSA, CSS Profile)
6. Scholarship completion
7. Dallas ISD graduation requirement assistance

During school hours, you can find us in Room 204. After school, find us on [Remind](#), [Google Classroom](#), and Instagram [@aspskyline](#)!

All documents (FAFSA confirmations, acceptance letters, financial aid letters, scholarship notifications) must be **sent or forwarded** to skyline@aspdallas.org.

ASP Skyline is part of a larger organization, ASP Dallas. In addition to connecting Title 1 schools with expert college advisors, ASP Dallas advocates for affordable education everywhere, pursues partnerships with colleges and universities all over the country, and hosts events and workshops for ASP network high schools.

For the most part, this handbook outlines structures and procedures specific to ASP Skyline; you can find more information about ASP Dallas at the links below.

[ASP Dallas Website](#) | [ASP Dallas Events](#)

Summer 2025

1. Some applications open in July. Students applying to colleges over the summer should:
 - a. Contact your ASP Skyline Advisor or attend ASP Summer Office Hours
 - b. Update your SCOIR account
 2. Students preparing to apply later in the year should:
 - a. Request recommendation letters from **two** academic teachers and give a completed copy of the [Teacher Rec Letter Survey](#) (must be logged into your DISD account) at least one month prior to your earliest deadline
 - b. Request counselor recommendation letter from an ASP Skyline Advisor
 - c. Attend ASP Skyline Office Hours and Workshops
-

Summer Deadlines | [Fly-in Newsletter](#)

July 1 - Yale in MOHtion (Yale fly-in) application due

July 7 - Discover Swarthmore fly-in application due

July 11 - College of the Holy Cross "Perspectives" Overnight Program application due

July 15 - Bryn Mawr Lantern Scholars fly-in application due

July 21 - Columbia Engineering Preview application due

- Voices of Tufts fly-in application due

August 1 - Access Babson fly-in application due

- Emory LEADs Experience application due
- Williams College "WOW" fly-in application due

August 2 - MIT WISE application due

August 8 - Harvey Mudd College (California) Future Achievers in Science and Technology application due

- Prologue Bates College fly-in application due

August 9 - "Path" at **Washington & Lee** fly-in application due

August 11 - Perspectives on **Pomona** (POP) fly-in application due

- A2A **Amherst College** fly-in application due

Summer Office Hours I

<i>Date</i>	<i>Time</i>	<i>Location*</i>
June 10	8:00-12:00	In person Zoom
June 11	12:00-4:00	In person Zoom
June 17	8:00-12:00	In person Zoom
June 18	12:00-4:00	In person Zoom
June 24	8:00-12:00	In person Zoom
June 25	12:00-4:00	In person Zoom

**In-person location will be on campus; exact location tbd*

Summer Office Hours II

<i>Date</i>	<i>Time</i>	<i>Location*</i>
July 15	8:00-12:00	In person Zoom
July 16	12:00-4:00	In person Zoom
July 22	8:00-12:00	In person Zoom
July 23	12:00-4:00	In person Zoom

**In-person location will be on campus; exact location tbd*

Summer Virtual Workshops

Dates	Times	Topics	Presenters	Location
June 9 June 10 July 14 July 15	8:00-12:00 12:00-4:00 8:00-12:00 12:00-4:00	College List Building & Paying for College	A. Ede-Osifo <i>Townview SEM</i> D. Matney <i>North Lake Early College HS</i> C. Ramirez <i>Bryan Adams HS</i> I. Reyes <i>Skyline HS</i>	<u>Register here</u> & join via the link sent to your email.
June 11 June 16 July 16 July 21	8:00-12:00 12:00-4:00 8:00-12:00 12:00-4:00	Activities Section & Resume	C. Ramirez <i>W. T. White HS</i> C. Byrd <i>ILTexas Arlington-Grand Prairie HS</i> M. Zamora <i>Molina HS</i> J. Hate <i>Skyline HS</i>	
June 17 June 18 July 22 July 23	8:00-12:00 12:00-4:00 8:00-12:00 12:00-4:00	Personal Statement	L. Erspamer <i>Thomas Jefferson HS</i> M. Castillo <i>Sunset HS</i> J. Burner <i>Molina HS</i> L. Davis <i>Hillcrest HS</i>	
June 23 June 24	8:00-12:00 12:00-4:00	Supplemental Essays	W. Pennybacker <i>Skyline HS</i> L. Gutierrez <i>North Dallas HS</i>	
June 25	8:00-12:00	General Q&A	I. Reyes <i>Skyline HS</i>	

ASP Skyline College Timeline
Please also refer to our [ASP Skyline Public Calendar](#)

August-September

1. College Application Season begins!
2. Students should:
 - a. Set up an account on [SCOIR](#)
 - i. DO NOT CREATE YOUR OWN ACCOUNT. If you cannot sign in to SCOIR using your Dallas ISD credentials, see an ASP Skyline Advisor for account activation.
 - ii. **SCOIR has assignments, please complete them as timely as possible. See your advisor for questions.**
 - b. Join ASP Skyline Remind **@aspskyline26**
 - c. Join ASP Skyline Google Classroom with code: **6f5pyb2**
 - d. Create an account on [CommonApp](#) or an [Apply Texas](#) account
 - e. Create an account to prepare for [FAFSA](#)
 - i. Student and **at least one parent** need an account
 - ii. You will not be able to complete FAFSA yet, but this will simplify the submission when it opens on October 1.
3. Important dates & deadlines (specific dates tbd):
 - a. August:
 - i. Pre-screening for ASP Skyline college partnership applications
 - ii. 08/27/25 - Overview of Senior Year & What to Expect virtual seminar
 - b. Early September:
 - i. ASP Skyline SAT Prep Starts September 9, 2025
 - ii. ASP Skyline Ambassadors President Application Deadline
 - iii. 09/07/2025 - Brown, Duke, Georgetown, Howard, West Point at Skyline HS
 - c. Mid-to-late September
 - i. 09/15/2025 - Wesleyan, Middlebury, Wellesley at Bates at Adamson HS
 - ii. 09/20/2025 - ASP College Kick-Off Event
 - iii. 09/25/25 - WashU Info Session at TJHS
 - iv. 09/26/25 - College of the Holy Cross "Perspectives" Overnight Program II application
 - v. Gates Scholarship deadline
 - vi. ASP Partnership/Scholarship application deadlines
 1. ASPXDavidson: CommonApp + Materials due September 19
 - vii. QuestBridge Scholars application deadline

October-November

1. Application season underway
2. **FAFSA opens October 1, 2025**
3. **CSS Profile opens October 1, 2025**
4. Students should:
 - a. Work on college applications and essays on CommonAp/ApplyTX and have them reviewed by ASP Skyline Advisors
 - i. **REQUIRED BY DISD:** Two four-year college applications (CommonApp), one two-year application (ApplyTexas)

- b. Update SCOIR with colleges you have applied to by adding them to the Applied column in the My Colleges section
 - c. Create account for [FAFSA](#) if you haven't already
 - d. Locate parents' **2024 1040 Tax Return** and **W2/1099** to prepare for FAFSA and CSS Profile
 - e. Help parents create accounts for [FAFSA](#) (NOTE: BOTH PARENT(S) AND STUDENT NEED AN ACCOUNT)
 - f. Submit Early Action applications on October 15, November 1, or November 15
 - g. Submit Dallas County Promise Path Form
5. Important dates & deadlines
- a. 10/1 CSS Profile Opens
 - b. 10/15 Early Action Deadline for UT Austin, UNC Chapel Hill, Texas A&M University Engineering
 - c. 10/25 ASPXDavidson Scholars Finalist Interview Day
 - d. TBD: UT Austin Showcase
-

December-January

- 1. Application season continues
 - 2. Students should:
 - a. Continue to complete applications and work with ASP Skyline Advisors before submission
 - b. Complete FAFSA with assistance from ASP Skyline Advisors and forward FAFSA confirmation email to aspskyline@aspdallas.org
 - c. **Check email** for communications from colleges and **set up college portals** according to email instructions from colleges.
 - d. Update SCOIR with colleges you have applied to by adding them to the Applied column in the My Colleges section
 - e. Submit all application materials (essays, etc) for January deadlines to ASP Skyline Advisors **before Winter Break**
 - f. Ensure you have completed Dallas County Promise Path
 - 3. Important dates & deadlines
 - a. 12/01 Texas A&M University and University of Texas FINAL deadlines, scholarship deadlines for **most** Texas public universities
 - b. 12/01 Dell Scholarship Deadline (AVID)
 - c. 12/01 Ron Brown Scholarship Deadline
 - d. 12/01 UVA Jefferson Scholarship Deadline
-

February-May

- 1. College decisions and award letter season begins
- 2. Students should:
 - a. Submit or forward all college acceptance letters and financial aid letters to skyline@aspdallas.org (MAKE SURE EMAIL INCLUDES YOUR NAME!)
 - b. Update My Colleges on SCOIR with acceptances and denials
 - c. Meet with ASP Skyline Advisors to review acceptances, financial aid, and college decisions
 - d. Complete FAFSA verification (if applicable)
 - e. Check Remind for important dates & deadlines

Advisor Meeting Guidelines

We are in **room 204** in the main building right across from the library! Our space is easily spotted for having multiple college pennants and a RCC events wall by our door! We are always updating or changing things as the seasons go by, but it is safe to say that there will always be opportunities and college gear nearby!

This year, in order to focus on reaching the entire senior class, ASP Skyline will be limiting our “open office” hours. Instead, we will be actively retrieving students from class on a weekly basis.

The Pass System

ASP Skyline has pre-made plans to pull certain students out of class at certain times of the year. They are centered around the different deadlines and the type of deadlines each student is expected to complete. These passes will only be going to elective classes. At no time does ASP Skyline pull students out of core classes unless there are extenuating circumstances (see below).

Special passes may be issued during core classes for pre-registered college visits or informational sessions. Passes will indicate 'College Visit' or the college name and are granted at the teacher's discretion.

We understand the teacher has the right to decline any passes from ASP Skyline.

Walk-ins

Walk-ins without passes are not available. If a student wishes to work in the ASP Skyline office on college tasks, they must get a pass from their teacher. *ASP Skyline will no longer issue passes to walk-ins, the student is responsible for bringing a pass from the teacher they are coming from.*

Friday mornings are off-limits. Advisors will be utilizing this time to prepare for the next week.

Please come to walk-in appointments with specific college-related tasks that you want to accomplish. Keep in mind that walk-ins are first-come first-served, BUT your ASP Skyline advisors will prioritize students with the most pressing deadlines.

Classroom Expectations

Students at no point are allowed to come into our space to "*hang out*." Our space is limited as it houses all 10 advisors and a number of students every class period to complete college or graduation required tasks. **Any use of our space to evade responsibilities or to skip will not be tolerated.**

All students will be required to sign-in once they enter the Raider Career Center.

Per the State of Texas, students are not allowed to use their phones during school hours. ASP Skyline will be adhering to these rules and following campus guidelines.

Students are expected to use the computers in 204 or their school laptops to complete college-related assignments.

Parent Meetings & Parent Involvement

Parent meetings are scheduled individually. If a parent would like to reserve a specific time, we ask that they contact their student's advisor by Remind or email.

Note about parent involvement: ASP Skyline loves when parents are involved and aware of their student's college process! However, sometimes too much involvement on behalf of the parent can be hurtful to the child's college outcomes, or make it difficult for Advisors to assist the student when they are on campus without their parent.

Here are a few pointers from ASP Skyline for the smoothest process possible:

1. The student should be making their own accounts and using their own contact information (email, phone number) for applications, testing, and every other part of the college process.
2. The student should be filling out their own college applications and writing their own essays. While offering assistance is fine, students' college applications are their first steps toward the independence they will need for their futures! Plus, colleges want to assess the student, not their parent nor their older sibling. (Plus, a "good essay" is **not** the same thing as a good *college* essay!)
3. If there is an urgent problem with a college application, it is the student's responsibility to make sure their advisor is up-to-date. ASP Skyline encourages students to drive the majority of their college process, as we believe that every Skyline senior has the potential to excel in college!

If parents have any questions regarding your student's resources for college, career, and/or military, [please provide your information and your student's advisor will reach out to you!](#)

After-Hours Guidelines

ASP Skyline realizes that the college application process is stressful and time-consuming. In order to provide you with the highest-quality advising that we can, ASP Skyline Advisors will be available on Remind and by email until 5:30pm on Monday through Thursday, and until 5:00pm on Friday. On major deadline days, ASP Skyline advisors will be available until 8:00pm. **If you contact us after these times, please expect a response on the following weekday.**

Note About Exceptional Circumstances

We understand that life happens. If you believe that you will need assistance that does not fall within the above guidelines, please speak with an ASP Skyline Advisor. Our goal is to assist you, so we will accommodate your schedule as much as possible.

College Documents & Review Deadlines

Student Emails

Colleges communicate with students via the email address they used for their application. It is imperative that students stay up-to-date with emails from their colleges and keep their advisor informed about any emails that confuse them. Do not use emails that are at 90% capacity unless you are willing to pay for extra storage.

Missed emails = missed deadlines, missed opportunities.

Broadly speaking, ASP Skyline recommends that students forward any/all college communication to skyline@aspdallas.org.

Transcripts

Transcripts, fee waivers, letters of recommendation, secondary school reports, and all other college documents are submitted through SCOIR. If you need one or all of these documents sent, please make sure you have:

- (1) submitted your application and
- (2) signed your fee waiver and
- (3) added your college to the **Applied** column in the **My Colleges** section of SCOIR.

TO HAVE A FINAL TRANSCRIPT SENT, MARK YOUR COLLEGE AS “ACCEPTED” AND THEN CLICK “ENROLLING.”

Test Scores (TSI, ACT, SAT)

- 1. TSI scores need to be sent by **YOU**. To do this, check your email for a unique ID sent to you by [Accuplacer](#). Use that ID to pull your scores.
 - 2. SAT scores need to be sent by **YOU**. To do this, log in to [CollegeBoard](#) and send your desired SAT Score. See ASP Skyline for assistance or fee waiver assistance.
 - 3. ACT scores need to be sent by **YOU**. To do this, log in to [myACT](#) and send your desired ACT Score. See ASP Skyline for assistance or fee waiver assistance.
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Rec Letters

Rec letters are sent through SCOIR. You can request rec letters from teachers on SCOIR, or instruct teachers to email their letters to your student's advisor or to the following email (skyline@aspdallas.org).

COUNSELOR letters of recommendations are written ASP Skyline. If you need a counselor letter of rec, please submit your Rec Letter Survey on Google Classroom by your deadline. This assignment is also posted on SCOIR.

Essays

Please share your essays on a **Google Doc** with your advisor and give them an editing role. If you need help brainstorming, please come in to discuss the essay with an ASP Skyline Advisor.

If extensive review is needed, essays must be submitted to ASP Skyline by the deadline you were assigned.

Submission dates according to common deadlines:

- a. **October 15th Deadlines**
 - i. Rough draft due September 15, 2025
 - ii. Final essay due October 10, 2025
- b. **November 1st Deadlines**
 - i. Rough draft due October 4, 2025
 - ii. Final essay due by October 25, 2025
- c. **November 15th Deadlines**
 - i. Rough draft due October 18, 2025
 - ii. Final essay due November 7, 2025
- d. **December 1st Deadlines**
 - i. Rough draft due November 7th, 2025
 - ii. Final essay due November 14, 2025

THESE DEADLINES ARE FIRM. ASP Skyline Advisors need time to effectively review your essays and request meetings with you to discuss them if needed.

Students are allowed to use AI for brainstorming purposes, although we **strongly** encourage students to use their advisors as resources instead. At no time does ASP Skyline encourage/allow students to use AI to write the essay for them.

FAFSA & FAFSA Confirmations

Completing FAFSA is a graduation requirement in the State of Texas. FAFSA will open October 1. ASP Skyline strongly recommends completing FAFSA with advisor assistance.

In order to successfully complete FAFSA with ASP Skyline, please bring your household's **2024 1040 Tax Return and 1099/W2** for every parent that will be on your FAFSA.

When you submit your FAFSA, you will receive an email from the Department of Education acknowledging your submission. **[This email needs to be forwarded to skyline@aspdallas.org.](mailto:skyline@aspdallas.org)**

NOTE: THIS IS REQUIRED FOR GRADUATION.

College Acceptances

Colleges will notify you of their decisions in a variety of ways. You may receive an email or physical mail to your address. Please forward all emails to skyline@aspdallas.org and submit photos or pdfs of physical acceptances to skyline@aspdallas.org. When you receive your decision, remember to update SCOIR.

Scholarship Notifications

Colleges and outside organizations will notify you of scholarship awards in a variety of ways. You may receive an email or physical mail to your address. Please forward all emails to skyline@aspdallas.org and submit photos of physical scholarship notifications to skyline@aspdallas.org. Your email MUST INCLUDE YOUR NAME.

NOTE: THIS IS REQUIRED FOR GRADUATION.

Financial Aid Letters

Colleges may or may not notify you when your financial aid is available. Financial aid letters are dependent on FAFSA submission, which is why it is important to complete FAFSA as early as possible. For some colleges, you need to have your portal set up in advance in order to receive your financial aid. Please keep up with your emails! Please forward financial aid letters (screenshot or downloaded from college portal) to skyline@aspdallas.org. Your email MUST INCLUDE YOUR NAME.

NOTE: THIS IS REQUIRED FOR GRADUATION.

Dallas College Applications

Dallas College has a unique process for admissions. Their application can currently only be found on ApplyTexas, does not have a fee, and does not require additional materials unless a student plans on enrolling.

After you apply, you will receive an email with your Dallas College ID. Please forward this email to skyline@aspdallas.org.

College Representative Visits

Throughout the fall and spring semesters, representatives from colleges and universities across the United States will visit Skyline in order to meet students and share key information about their school.

To RSVP for these visits, please log in to your SCOIR Account, click your Profile, and navigate to Events. When you find a visit you are interested in, click the GREEN CHECK MARK to RSVP.

ONLY STUDENTS WHO RSVP WILL RECEIVE A PASS TO ATTEND THE VISIT.

Please stay up-to-date on Remind for information about visit locations.

how to register on scoir

*Update: the dashboard is now on the left side of the screen but the same directions still apply.

The screenshot displays the SCOIR dashboard with a red overlay on the left side. The dashboard includes a search bar at the top, a greeting 'Good Morning, Tim!', and several main sections: 'Find Your College Match Quiz', 'Discover Careers', 'Apply with Scoir', and 'Visits & Deadlines'. A red arrow points from the 'Profile' icon in the top right to the 'Visits & Deadlines' link in the side bar. A yellow callout box points to the 'Visits & Deadlines' link in the side bar, stating: 'Go to the Visits & Deadlines page by opening the side bar drop down from your profile icon and clicking the Visits & Deadlines link.' Another yellow callout box points to the 'Register' button for 'The University of Tennessee (Maj... Knoxville, TN)', stating: 'Click the register button for the schools and visits you want to attend. Once you click "register", we can make a pass for you on that day.' The 'Visits & Deadlines' section shows a list of visits with columns for 'Time', 'Location', and 'Status'. The first visit is 'The University of Tennessee (Maj... Knoxville, TN)' with a time of '10:00 AM - 11:00 AM' and a status of 'Registered' (indicated by a green checkmark).

ASP Skyline Ambassadors

The ASP Skyline Ambassadors is a student-run on-campus organization led by Ms. Smith, Ms. Hood and Mr. Grandados, and our goal is to improve and foster a positive college-going culture on campus for all students.

The ASP Skyline Ambassadors will do tasks as assigned by the advisors, and will assist with events before, after and sometimes during the school day throughout the year.

There will be an elected ASP Skyline Ambassador President, Vice President, Secretary, Social Media Manager and Outreach Representative. Secretary, Social Media Manager and Outreach Rep are open to grades 9 - 11. The President and VP are exclusively open to 12th.

Please direct any questions about Ambassadors to chood@aspdallas.org.

TL;DR & Glossary

TL;DR (Too long; Didn't read)

ASP Skyline is your one-stop-shop for college advising. We send transcripts to colleges when you add your college to the Applied column in the SCOIR My Colleges section. For in-depth feedback, essays must be submitted before your deadline. When in doubt, talk to your advisor.

Glossary of Terms

ACT - The ACT is a test used by colleges in the United States to see if students are ready for college. It checks how well students do in four subjects: English, math, reading, and science. The test is run by a group called ACT.

Award Letter - An award letter is a paper that a college sends to students who are accepted. It tells them how much money they can get to help pay for school. This money might come from scholarships, grants, loans, or work-study jobs. The letter shows how much of each kind of aid they get and explains how to say yes or no to the money. This helps students know their choices for paying for school.

College Essay: The college essay, also known as the “CommonApp Essay” or “Personal Statement” is a narrative essay that some students will submit with their college applications. In about 650 words, a college essay should describe key aspects of the applicant’s personality, goals, and values through an engaging story.

CommonApp: The Common Application, or CommonApp, is a special online form that lets students apply to many colleges with just one form. It asks for their personal details, school history, activities, and essays.

College Portal: A college portal is a website where students, teachers, and staff can find important information about the college. It helps with checking applications, signing up for classes, managing financial aid, and finding campus news.

CommonApp Essay: See “College Essay”

CSS Profile: The CSS Profile is a form used by some colleges to decide how much extra money they can give for school. It shows details about a family’s money, like income and savings.

EA (Early Action): Early Action is a way to apply to colleges early, usually in November. Students get their answers sooner, often in December, but they don’t have to decide right away and can still apply to other schools.

ED (Early Decision): Early Decision is when students apply to a college early and promise to go there if they are accepted. They have to cancel other applications if they are accepted. **This is best for students who are sure they want to attend that college, and who will need a full need-based scholarship to attend.**

FAFSA (Free Application for Federal Student Aid): FAFSA is a form that helps students get money from the government to pay for college. It asks for information about the family's finances. For the 2025-2026 school year, FAFSA will open on December 1, 2024.

Graduation Rate: The graduation rate shows what percentage of students finish their degree on time, like in four or six years. It tells how well a college helps students graduate.

PSAT: The PSAT is a practice test for high school students in grades 10 and 11. It helps them prepare for the SAT test and can also help them get scholarships.

Personal Statement: See *"College Essay"*

RD (Regular Decision): Regular Decision is when students apply to colleges by a deadline, usually in January, and get their answers in March or April. They can apply to many colleges and decide later.

Resume: A resume is a formal list of a student's accomplishments. It is written in a specific, technical style and can include entries for classes,

SAT: The SAT is a test that checks how ready students are for college by looking at their reading, writing, and math skills. Colleges use the SAT scores to decide on admissions and scholarships. ASP Skyline offers free SAT prep every Tuesday at 4:45 starting September 10.

SCOIR: SCOIR is a website used by Skyline High School and ASP Skyline to help with college applications. It tracks applications, helps find colleges, manages documents, and allows students to sign up for college visits.

Supplemental Essays: A supplemental essay is a short written response that some colleges will ask students to write. Usually supplemental essays ask students to reflect on the major, career, or activities they have chosen. The goal of a supplemental essay is for the student to express themselves and their interest in the college or university.

Transcript: A transcript is a report card that shows a student's grades, courses taken, and GPA. It's used for college applications, scholarships, and sometimes jobs.

TSI (Texas Success Initiative): The TSI is a test for students going to Texas public colleges. It checks their reading, writing, and math skills to see if they are ready for college classes or need extra help.