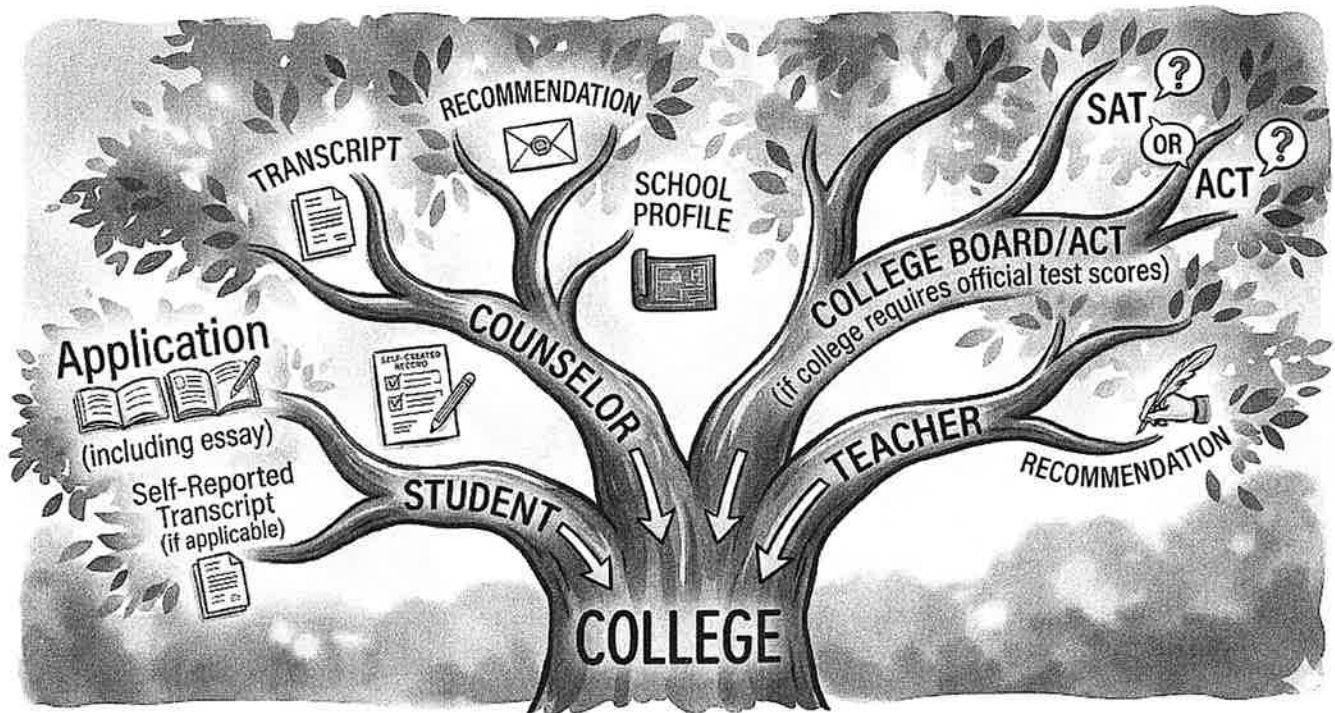


Fox Lane High School Senior Group Guidance Packet Fall 2026



#	Date	Topics
#1	9/11	Overview, Transcript Review, & FERPA / Common App Matching
#2	9/18	Transcript Requests & Teacher Recommendation Requests
#3	10/2	Testing Overview & Common App
#4	10/7	WALK-IN Senior Checklist Completion
#5	10/21	College Resume / Common App Activity Section & STARS
#6	10/22	WALK-IN Senior Checklist Completion
#7	10/30	Financial Aid & Scholarships
#8	11/6	Portal Checks, College vs. High School, & Wrap Up

FLHS SENIOR COLLEGE CHECKLIST

- ☐ Ensure you know your Username & Passwords for all college related accounts (you will not have access to your personal device/cell phone in Group Guidance or when working with Counselor)
- ☐ Update **College List in Naviance**
 - ✓ Make sure you have a range of targets, reaches, & safeties (remember safeties = "scholarship schools")
 - ✓ If applying for Financial Aid, make sure you have at least 1 (non-reach) SUNY
- ☐ **Complete Common Application** at www.commonapp.org
 - ✓ Create account (if not created last year in GG)
 - ✓ Add colleges on "College Search" tab
 - ✓ Complete general questions on "My Common Application" tab using Cheat Sheet
 - ✓ Answer college specific questions on "My Colleges" tab and then complete supplemental shorts answer responses/essays (if required)
- ☐ **FERPA Waiver**
 - ✓ Complete digital version on Common App and then link with Naviance by following Application Procedures Handout
- ☐ Complete the Paper FERPA Waiver
- ☐ Request **Transcripts** on Naviance
 - ✓ Refer to Application Procedures Handout
 - ✓ At least 3 weeks prior to deadline
- ☐ **Institutional Apps** (if you have any non-Common App Schools)
 - ✓ Located on individual schools' websites
- ☐ **Letters of Recommendations**
 - ✓ Refer to How Do You Request Recommendations Handout
 - ✓ Check with schools and/or Common App to confirm quantity required
 - ✓ Confirm with (1-2) teachers
 - ✓ Request recs electronically through Naviance at least 3 weeks prior to your first deadline
- ☐ Complete the Counselor Questionnaire on Classroom (required for letter of recommendation) - was due May 1st
- ☐ Finalize your College Resume (Share with your counselor)

- ☐ Finalize **Essay**
 - ✓ Use Common App prompts
 - ✓ Edits via English teacher, Writing Center, and/or Guidance
 - ✓ Check applications for short answers/supplemental essays
- ☐ **ACTs/SATs**
 - ✓ Register for Fall test dates (if needed)
 - ✓ Review Testing: To Submit or not to Submit (& How! Handout)
 - Send scores **Officially** from ACT or College Board - **OR** -
 - School **Allows Self Reported Test Scores** - **OR** -
 - You are applying **Test Optional**
- ☐ Complete **Self-Reported Grades** (if required)
 - ✓ Some schools require this done through STARS (see STARS Handout)
 - ✓ Others require it through Common App or Institutional App
 - ✓ Often will come as a separate email after you apply - so plan accordingly so you do not miss a deadline!

General Reminders:

- ☐ Interview if Recommended/Required
- ☐ Invite parent through Common App if applying **Early Decision**
- ☐ Have parent attend **Financial Aid Workshop** and complete FAFSA/CSS Profile (if applying for need-based aid)
- ☐ **Demonstrate Interest!!!**
 - ✓ **Open and Read Emails** from colleges
 - ✓ Attend **Virtual Events**
 - ✓ **Visit, Visit, Visit!**
 - Register for Campus Tours and Info Sessions
 - If you cannot visit, conduct virtual tours & info sessions
 - ✓ **Email Schools** of high interest
 - Email admissions rep with thoughtful questions (create an authentic relationship with these people who will become your advocates throughout this process)
- ✓ **College Rep visits at FLHS**
 - You will get an email reminders via Naviance if in your *Colleges I am Thinking About* list in Naviance

Helpful Websites

Category	Website	Web Address	Log in * (if applicable)	Password * (if applicable)
General	FLHS College Handouts	https://flhs.bcsdnv.org/departments-program/s/guidance/flhs-college-handouts		
	Naviance	https://student.naviance.com/flhsny		
	College Kickstart	https://www.collegekickstart.com/		
	Level All	https://app.levelall.com/		
	Niche (for college research)	www.niche.com		
Applications	Common Application	www.commonapp.org		
	SUNY	www.suny.edu		
	CUNY	www.cuny.edu		
	STARS (self-reported grades)	https://stars.self-reportedtranscript.com/Login.aspx		
	College Board (PSAT, SAT, APs, Bluebook)	www.collegeboard.org		
Standardized Testing	ACT	www.act.org		
	Test Optional Schools	www.fairtest.org		
	Khan Academy (for FREE SAT test prep) Schoolhouse (for FREE SAT test prep)	www.khanacademy.org https://schoolhouse.world/course/sat		
	Kaplan (for FREE ACT test prep)	https://www.kaptest.com/act/free/act-free-practice-test		
	FAFSA (US Gov't Financial Aid Form)	www.fafsa.gov		
Financial Aid & Scholarships	NYS Financial Aid: HESC & TAP	www.hesc.ny.gov		
	CSS/PROFILE (Financial Aid Application)	www.cssprofile.collegeboard.org		
	Fast Web and/or College Board (free scholarship search)	www.fastweb.com https://bigfuture.collegeboard.org/scholarship-search		

* Only record usernames/passwords if you are comfortable keeping them on this form. Regardless, please keep all usernames and passwords in one place! Remember you will not have access to any personal devices during the school day!*

College Portals

(You will receive instructions on how to create your portal after you apply.)

College Name	Portal Name and website	Username	Password
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

FLHS Senior Timeline – Class of 2027

Fall

- Students are encouraged to **visit colleges** (virtual or in person) as they finalize their college list
- **Back to School Night** (September) and **Parent/Teacher Conferences** (October) for Parents
- **Final SAT or ACT** if needed (please see page 2 for test dates and deadlines)
- **12th Grade Parent Night** (September) – The college application process will be reviewed
- **FLHS College N' Coffee** informal virtual event for parents (October)
- **Senior Group Guidance** (September) – Group Guidance sessions are extremely important to assist students in the college application process; all 12th graders will regularly meet with their counselor in small groups throughout the 1st quarter
- **FLHS College Visits** – College Reps will visit FLHS throughout the fall - Please consult [Naviance](#) for the most up to date list
- Parents should begin the [FAFSA](#) (December) and [CSS Profile](#) (October) for **Financial Aid**; We *highly recommend* that families interested in applying for financial aid join one of the many events offered by [NY Higher Education Services Corporation \(HESC\)](#) to assist with the college financial aid process
- **Fall is application season!** Most 4-year college-bound seniors will submit at least one (or more) application between October and November 15th. Students' deadline to [request transcripts](#) and [recommendations](#) through Naviance is 3 weeks prior to earliest deadline (early-mid October for most seniors). All procedures will be reviewed in Group Guidance.
- Submit FLHS Counseling **Student Questionnaire** (students) & **Brag Sheet** (parents) if not done last spring

Winter

- **Local Scholarship** packet will be available online on the Counseling website in early January. Please follow carefully and adhere to deadlines (no extensions are granted)!
- **February Break** – Take a few days and visit colleges you haven't yet been able to visit
- **End of Quarter 2/First Semester** – End of Semester 1 classes; check portal for second semester schedule; Mid-year grades will be automatically sent to all active applications through Naviance
- Any **remaining transcript requests** should be submitted at least 1 week prior to Winter Break
- Students who are accepted to a school through an **Early Decision** program need to withdraw any other previously submitted applications prior to winter break
- Attend a local [Gap Year Fair](#) if interested in learning more about a gap year

Spring

- **Spring Break** – Take a few days and visit colleges you've been accepted to
- **Complete Senior Graduation Survey** – This is how seniors will report all college responses to the Counseling Department
- **National College Enrollment Day (May 1)** – **Deposit** at one college and inform your counselor of your final decision; decorate your sign and wear gear to get excited for the next step!
- **AP Exams (May)** if applicable – Designate on College Board's "My AP" where you are going to college to send AP Scores to that institution
- **Awards Ceremony** (by invitation)
- Seniors leave for **ASPIRE Internship** throughout May (for those who applied)
- Complete "To Do" list on your college's portal (orientation, housing, placement exams, etc.)

June

- **Scholarship Night*** (by invitation)
- **GRADUATION... CONGRATULATIONS!**
- Follow steps on "[Senior Final Checklist](#)" sent through the FLHS School Counseling Department
- **Final Transcripts** will automatically be sent to the college that each senior has designated on Naviance
- Print your **final transcript** before you lose access to Synergy

Best of luck next year!

2026-2027 Important Dates to Keep in Mind*

(*please refer to the BCSD calendar online for most accurate and up to date information)

September 11	Start Date for 12th Grade Group Guidance (required for 12th graders)
September 14	Add Deadline for full year and first semester courses
September 17	Back to School Night for Parents (encouraged)
October 1	12th Grade Parent Night (encouraged)
October 7	National Honor Society Induction
October 15	Drop Deadline for full year and first semester <u>elective</u> courses (if applicable)
October 16	College N' Coffee - 8am Informal Virtual Event for Parents
October 20	Regional College Fair - Westchester County Center (White Plains)
October 21	Regional College Fair - Jefferson Valley Mall (Yorktown)
October 22-23	Parent/Teacher Conferences for Parents (encouraged for parents of struggling students)
November 19	Course Level Change Deadline (if applicable)
January 25	Start of Second Semester classes; mid-year report cards will be automatically sent to colleges
February 3	Add Deadline for second semester courses
February 22	Drop Deadline for second semester elective courses (if applicable)
April 30	Decision Day/National College Enrollment Day (May 1) - Deposit at one college and inform your counselor of your final decision; decorate your sign and wear gear to get excited for the next step - no matter what you have planned!... Congratulations!
May (TBD)	Seniors leave for ASPIRE Internship throughout May (for those who participate)
May 3-14	AP Exams (if applicable) - designate on College Board's "My AP" where you are going to college
May 18	Awards Ceremony (by invitation only)
June 3	Scholarship Night (by invitation only)
June TBD	Last Day of Classes for seniors not participating in ASPIRE
June TBD	Local Final Exams - Students attend review sessions and/or local final exams on all days
June 15-22	Regents Exams - Students only attend school on days they are scheduled for Regents exams
June 22	Graduation.... yay!
June 25	Report Cards posted to portal - HAVE A GREAT SUMMER!

SAT Test Dates	Registration Deadline	Late Registration Deadline
August 22, 2026	August 7, 2026	August 11, 2026
September 12, 2026	August 28, 2026	September 1, 2026
October 3, 2026	September 18, 2026	September 22, 2026
November 7, 2026	October 23, 2026	October 27, 2026
December 5, 2026	November 20, 2026	November 24, 2026

2026-2027
SAT
Test Dates

2026-2027
ACT
Test Dates

ACT Test Dates	Registration Deadline	Late Registration Deadline
July 11, 2026 (not offered in NY)	June 5, 2026	June 24, 2026
September 19, 2026	August 14, 2026	September 1, 2026
October 17, 2026	September 11, 2026	September 29, 2026
December 12, 2026	November 6, 2026	November 29, 2026

* Please consult College Board and ACT website for most up to date information*

Fox Lane College Visits

Each year over 100 colleges visit Fox Lane in the Fall. You can find the most up to date list of colleges on Naviance. As colleges continue to rely upon factors such as “demonstrated interest” in the application process, and since it might be difficult to visit all colleges in person, we are grateful to host these colleges at our school. Please represent FLHS well!

- Please be on time, arrive prepared, and feel free to take notes. These visits last approximately 30 minutes.
- To prepare for a college representative visit, conduct prior research on the school's website and learn about their academic programs, campus life, admissions statistics, and requirements. This prevents you from asking basic questions that are easily answered online.

Write down questions to ask the college representative during their visit to Fox Lane. Need help? Use our list of potential questions below.

	Questions
1	
2	
3	

Academic Questions

Classes/Faculty

- Do professors teach first-year courses or are they taught by graduate or teaching assistants?
- Are research opportunities available to first-year students?
- How difficult is it to get into popular classes?
- How accessible are faculty members outside of class?
- How would you describe the academic pressure and workload?

Programs/Majors

- Do any majors have higher admissions standards? Which ones are especially selective?
- What is a unique academic program that you feel is different from other schools?
- What academic programs is your college most known for?
- Is double majoring an option? Do many students pursue a double major?

- If I select “undecided” as my major, will I be able to choose any major or will some be unavailable to me?
- What academic programs are available abroad, and are there any limitations on who can study abroad?

College Life Questions

Campus Culture

- How would you describe the campus culture?
- Does your college have a lot of school spirit?
- What are the most popular clubs and activities?
- What’s the best thing about your campus community?
- If students could change one thing about your community, what do you think it would be?
- What are some ways your college actively fosters community among students?

Student Life

- How would you describe the students that attend there? Where do most of them come from?
- Are there opportunities for internships?
- What do students typically do over the weekend? Are there things to do on campus or in town, or do most students go home?
- Are fraternities and sororities a big part of campus life?
- What are housing options for freshmen? Do many students live off campus?
- What’s the area surrounding the college like? If students travel off campus frequently, where do they go?

Campus Resources

- What support services are available?
- How are your school’s values of diversity and inclusion reflected across campus?
- Are any big changes happening at your college in the next few years?
- How do you think your career center and services compare to other colleges?

Admissions and Financial Aid Questions

- Do you consider demonstrated interest?
- Is financial need considered when making admissions decisions?
- Is it harder to get accepted from out of state?
- Do many students receive merit aid? What is the criteria?
- Do you have a separate deadline for scholarship consideration?

FLHS College Application Procedures

Step 1 (Linking your Common App with Naviance):

- Create account or log into Common Application at www.commonapp.org
- Under the **"My Common Application"** link, enter Fox Lane as your high school in the **"Education"** section
- Click on the **"College Search"** link to add at least 1 college to your account
- Click on the **"My Colleges"** link, click on 1 college, and then select **"Recommenders & FERPA"**
 - Follow steps to complete the **"FERPA Release Authorization;"** WE STRONGLY RECOMMEND YOU WAIVE YOUR RIGHT
- Now log into Naviance <https://connection.naviance.com/flhsny>
 - Go to the **"Colleges I'm Applying To"** page
 - Click **"Match Accounts;"** (pink button) this will bring you to the Common App login page
 - Log into your Common App account as directed; click **"I agree;"** click **"Connect"** (you will then be redirected to Naviance and will see that your accounts have been "successfully matched" - button will change from pink to green)
- You must also submit a signed [Paper FERPA Waiver](#) to the Counseling Department

REMINDERS

use a personal email address THAT YOU WILL USE FOR ALL COLLEGE communications; DO **NOT** use your BCSD email address FOR **ANY** college related accounts

you must use your name **exactly** as it appears on your transcript

KEEP YOUR LIST OF SCHOOLS CURRENT IN NAVIANCE! you can do THIS BY CLICKING ON THE **"COLLEGES I'M THINKING ABOUT"** in Naviance

you must add at least one college (even if you are not applying to a common app college)

At least 3 weeks prior to your first application deadline:

1. Share your College Resume with your counselor
2. Submit Student Questionnaire to your counselor
3. Parent/Guardian should complete the Parent Brag Sheet

Now you're ready to request transcripts

Step 2:

- Confirm each school is listed on your **"Colleges I'm Thinking About"** list & know the type of deadline you are applying through for each school (*Early Action, Early Decision, Regular Decision, Rolling, Priority, etc.*)
- Click on the **box** on the left-hand side next to each college you are ready to request a transcript for, then on the top bar click on **"Move to Application List"**
- For each school select your **application deadline, how you will submit** your application & whether or not you will submit test scores; click on the **BLUE** box **"Add AND Request Transcripts"** (do **NOT** select the "Add Applications" option)
- Under **"What type of transcript are you requesting"** please check **"Initial,"** and click on the blue box **"Request and Finish"**
- Click on **"Colleges I'm Applying to"** check to confirm that:
 - Under the transcript column it should say **"requested"** for each school
 - Each school should have the appropriate application type (ED, EA, etc.)

you must complete this process each time you add a college to your list

Follow-up Tasks:

- Request your letters of recommendation; see [handout](#) titled, **"How do you Request Recommendations?"**
- Send official test scores from [College Board](#) and/or [ACT](#) (if applicable)
- Check your email regularly and be sure to create college portal accounts to check the status of your applications
- Notify your counselor of changes/college responses

How do you Request Recommendations?

Step 1: Confirm via college websites and/or Common App how many teacher recommendations are required for each school; Based on this number, determine if you need 0, 1, or 2 letters.

Step 2: You **MUST** confirm with a teacher in person. If they agree to write you a letter, you will follow the below steps at least **THREE** weeks before your first application deadline.

Step 3: Make sure you have already requested transcripts in Naviance.

**NOW YOU'RE READY TO
REQUEST TEACHER
RECOMMENDATIONS
THROUGH NAVIANCE**

To request a **TEACHER** letter of recommendation in Naviance:

- (1) Click on "Colleges" tab in Naviance.
- (2) Under "Apply to Colleges," click on "Letters of Recommendation."
- (3) Click the teal "Add Request" button (either button works).
- (4) Select a teacher from the drop-down list.
- (5) Select "General Request" if planning to submit this teacher's rec to all of your colleges (most students do this).
- **OR** - If you do not plan to send the teacher's rec to all colleges, select "Specific Request" and then review the colleges listed below. Check one or more boxes to indicate where the teacher should be sending the letter of rec. (If you choose this option, you must update teacher requests each time you add additional transcript requests.)
- (6) Add a personal note to the teacher, similar to
- (7) Click the teal "Submit Request" button.
- (8) Repeat for additional teachers (if needed).

Dear Mrs. Smith-

Thank you so much for agreeing to write me a letter of recommendation. Through Naviance you can see the list of schools that I am applying to. My first pending deadline is November 15. Please let me know if you need any additional information.

-John Doe

To request a **SUPPLEMENTAL (non-teacher)** letter of recommendation (only available through Common App):

1. Log on to www.commonapp.org and click on "My Colleges" link.
2. Select a school from your list.
3. Click on "Recommenders and FERPA."
4. Go to "Other Recommender" and select "Invite Other Recommender."
5. Enter appropriate information for the recommender.
6. Click the blue "Add" button.
7. This must be done for each college individually on Common App.

**Counselor Recs -
No problem! . . .**
By requesting a transcript for a college in Naviance, you have **automatically** requested a letter of rec from your counselor.

Don't forget to send your teachers a THANK YOU note!

Fox Lane High School

Common Application Cheat Sheet

Below are some helpful tips for completing your Common Application. Please note, not all application questions are reviewed here, but we have listed the areas that students typically need the most help with.

The “Common App” tab can be completed at any time. However your college essay and any information in the “My Colleges” tab should not be completed prior to August 1st. After August 1st you may complete all portions of the Common Application.

★ Profile Section of Common Application:

- Social Security number is not required and therefore you will not be notified if you left it blank, but you must include your SS number if you are applying for need-based financial aid.
- Common App Fee Waiver: Typically students are eligible for a fee waiver if they meet these [guidelines](#). Please contact your counselor to ensure eligibility, as they will need to sign off on it. If eligible, your counselor will be able to approve up to 12 waivers.

★ Education Section of Common Application:

Current High School Section:

- CEEB/School Code: 333245
- Date of Entry: September 2023
- Graduation Date: June 2027

Colleges and Universities Section:

This is where you can put any Dual Enrollment classes or courses you have taken independently at a college:

- Dual Enrollment Courses at FLHS:
 - SUPA Forensics (Syracuse University - Project Advance)
 - Engineering (IED, POE and CIM only) (Rochester Institute of Technology)
 - Science Research (SUNY Albany); Science of Natural Disasters (SUNY Oneonta)
 - Calculus or College Algebra or Statistics or AP Calculus BC (WCC)
 - College Spanish, French or Italian (WCC)
- Any college class taken independently

Grades Section:

- Graduating Class Size: **270**
- Class Rank Reporting: **None**
- GPA Scale Reporting: **100**
- Cumulative GPA: Be sure to use **3 year weighted GPA** from Naviance (updated after 7/1)
- GPA Weighting: Weighted

Current Courses Section:

- Please wait until your schedule is finalized in the fall before you complete this section.
- Be sure to include ALL classes exactly as they are listed on your senior transcript.
- Course Scheduling System: Semester

Honors Section:

- Include things like: Honor Roll, High Honor Roll, National Honor Society, National Art Honor Society, Tri M Music Society, and any other awards or honors you have received since the 9th grade.

Community-Based Organizations Section:

- 0

★ **Testing Section:**

- Decide if you would like to self-report SAT, ACT, and/or AP Tests.
- International Applicants: leave blank
- If self-reporting AP tests: you may include any past exams AND all future exams you plan to take senior year.
- If you are self-reporting an ACT: your composite should be your highest composite score from a single test date, not a "super scored" composite.

PAST SAT and ACT Test Dates:

SAT Test Dates from 2025-2026

November 8, 2025
December 6, 2025
March 14, 2026
May 2, 2026
June 6, 2026
August 22, 2026
September 12, 2026
October 3, 2026
November 7, 2026

ACT Test Dates from 2025-2026

December 13, 2025
February 14, 2026
April 11, 2026
June 13, 2026
July 11, 2026
September 19, 2026
October 17, 2026

★ **Activities Section:**

- **First**, create your one page Activity Sheet/Resume. **Then**, transfer over all of the information into this section of the Common App. *You must complete this section even if you plan to submit a resume.*
- The Common App states that your activities should be listed in order of importance to you. You can move the entries up or down as needed.

★ **Writing Section:**

- Do not complete this section prior to **August 1st**.
- Do not go over **650 words** in the Common App essay section.
- The *Challenges and Circumstances* short answer and *Additional Information* section are optional and should only be completed if you have pertinent information that should be included as part of your application.
- Supplemental Essays will be included in the "My Colleges" tab; some will only be visible after all the questions in that section have been completed.

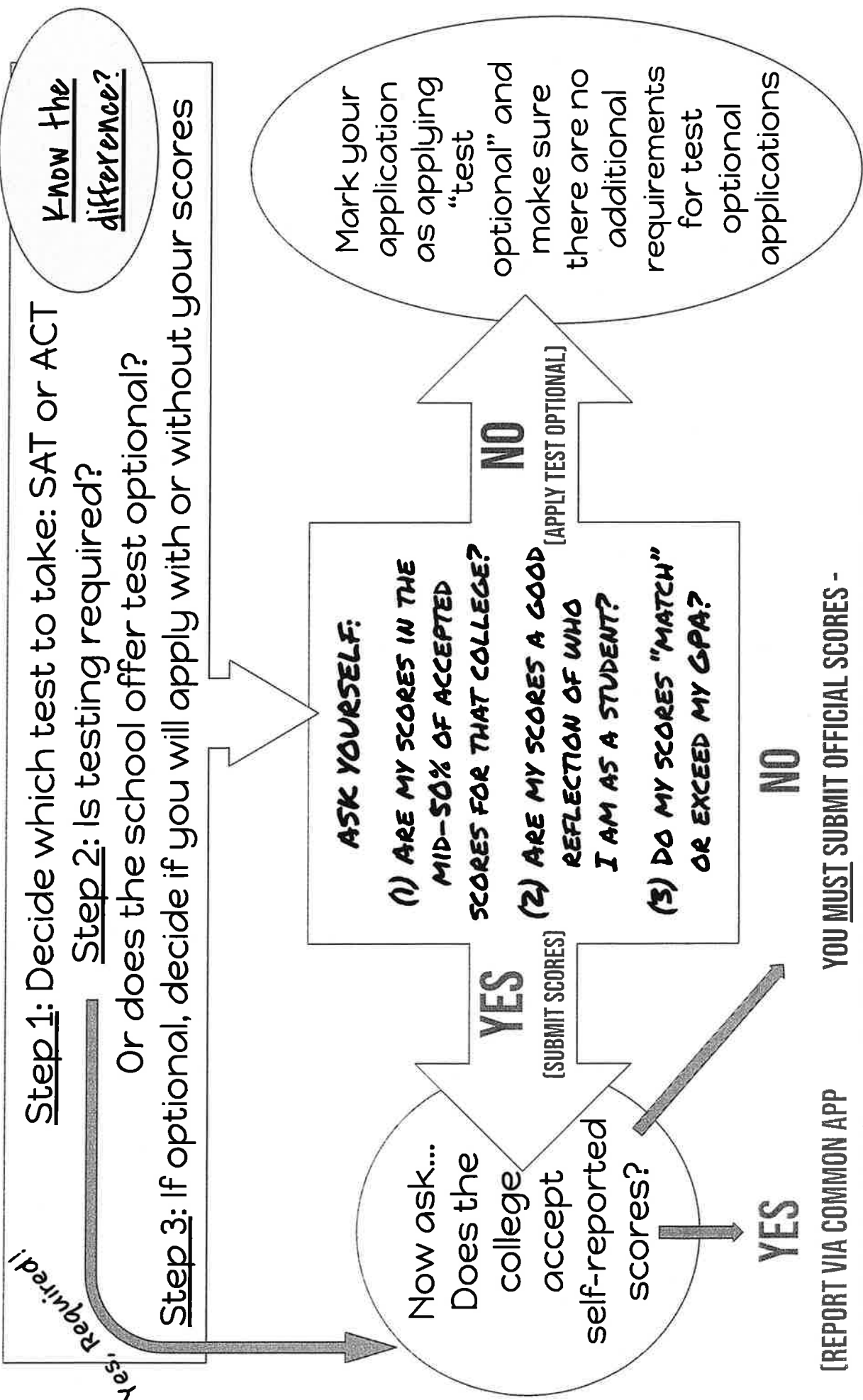
★ **Courses & Grades:**

- This section is required by some colleges to inform them about courses you have taken in high school. If you add a college that requires this section, you will need to have a copy of your transcript.
- This information is very similar to what is needed when filling out STARS and other self-reported grade platforms.

★ **Early Decision Applicants:**

- If you are applying Early Decision (not Early Action) you must electronically sign an Early Decision contract and provide an email for a parent/guardian, so they can sign the contract as well.
 - Under the "My Colleges" tab please click on the college on the left where you are applying Early Decision. Under application type you must first select that you are applying Early Decision.
 - Then click on "Recommenders and FERPA" on the left hand side. Scroll down until you see the Early Decision section. "Invite" a parent providing a personal email address for them. Then make sure that your parent responds to that email by acknowledging that you are applying Early Decision to that 1 college.

TESTING: TO SUBMIT OR NOT TO SUBMIT (& HOW)? (THAT IS THE QUESTION....)



Remember:

If you **self-report**, you must **officially** send your scores if you decide to attend that school!

STARS Helpful Hints

The STARS (Self-Reported Transcript and Academic Record System) allows students to self-report courses and grades that have been completed, or will be attempted (i.e. senior year courses in-progress), for high school credit. Here is the [list](#) of schools that either **REQUIRE** or accept STARS.

To complete STARS you will need:

1. Unofficial Transcript/Report Cards
 - You will need to enter courses and grades for which you received high school credit, as well as current or upcoming 12th grade courses. Since accuracy is crucial, you should never enter courses or grades from memory.
2. Unofficial Test Scores
 - Several [participating colleges and universities collect self-reported test scores](#) on the STARS.

Create a STARS Account:

1. Go to the official STARS website at: <https://srar.selfreportedtranscript.com>
2. Look for the login box on the right-hand side of the page and click "Create STARS Account."
3. Fill out the login information, confirm your email, and create your account.
 - Be sure to use the same **PERSONAL** email address that you used for your Common Application/other college applications (NOT your BCSD email). Be sure to save your email and password in a safe location.
4. Log back into the system and start filling out your school information, core coursework and grades, and then test scores (if submitting).

Complete STARS:

1. **Enter High School(s):** Set up your high school grading information:
 - **Fox Lane High School, Dates of attendance:** for most seniors is *9/2023-6/2027*
 - **Grade Scale:** *Letters and Numbers*
 - **Final Grades** are provided as: *Full Year*
 - Check the box saying *"I plan to graduate from this high school"*
 - **GPA/Class Rank Tab:** Then enter your *weighted* and *unweighted* GPA (from most recent transcript or Naviance); check the box that FLHS *"does not provide rank information"*
 - **Numeric to Letter Conversions Tab:** Check the box that says grades are on a *100* point numeric scale; fill out *100* as highest unweighted and *0* as a lowest unweighted; leave the boxes blank that say your high school includes decimals or +/-
 - **Enter/Review Grading Scale Tab:** This tab only appears for certain colleges. It should be filled out as follows:

Please enter below how numeric grades (no weighting) translate to letter grades at Fox Lane High School.

Include in Scale	Letter Grade	Lowest Possible Numeric Grade	Highest Possible Numeric Grade
☒	A	90	100
☒	B	80	89
☒	C	70	79
☒	D	65	69
☒	F	0	64

- **School Counselor Tab:** Enter your counselor's information.

Jose De La Cruz
(914) 241-6191
idelacruzcuevas5691@bcsdny.org

Camila De Souza
(914) 241-6180
cdesouza5692@bcsdny.org

Karen Deitch
(914) 241-6190
kdeitch2944@bcsdny.org

Lisa Dunne
(914) 241-6092
ldunne1250@bcsdny.org

Greg Fedorczak - Hillside
(914) 241-1106
gfedorczak3311@bcsdny.org

Jennifer Hickey
(914) 241-6071
jhickey0597@bcsdny.org

Rori Mackie Coschigano
(914) 241-6081
rcoschigano0231@bcsdny.org

Jo-Ann Mullooly
(914) 241-6117
jmullooly4886@bcsdny.org

2. Enter Coursework:

- **Electronically**

- Use the *STARS EasyImport* tool to upload or scan your document to automatically fill in your courses, grades and GPA
- Review against your transcript for errors or omissions

- **Manually**

- You can complete this section by academic year or by subject area. We recommend completing it by academic year.
- Only include **middle school courses** that you took for high school credit.
- Don't convert** your grades to another format (for example, if you received an 89, don't list it as a B+)
- Record the grade exactly as it appears on your transcript. Do not average your grades.
- For a **semester-long course**, STARS will prompt you for first and second semester grades. Only enter the final course grade in the semester you took the course; leave the other semester blank.
- For a **full year course** with a final grade, enter that as one grade for the full year.
- Be sure you are entering the proper "**credits/units**" earned for each course.
- If you've taken **Dual Enrollment courses**, list them only once in your core coursework and then distinguish them as Dual Enrollment.
- If you have taken **college coursework at a college or university** that was not affiliated with your high school, you will need to enter that college or university as a part of your school list. Then, you can include the course that you took.
- When recording your **current courses**, simply mark your grades as "In Progress."
- Some colleges will require you to report your **mid-year senior grades**. This means, you will need to edit your STARS once report cards post in early February. You can only report grades for semester 1 courses that have a final average.

3. Link your STARS with your college applications:

- Different schools may interact with STARS in different ways, however, manually linking STARS and the rest of the application is typically necessary.
- Even after you've entered all your data, remember that you're not quite done. Go and check on all of your STARS-school applications and be sure that you've linked every application with your STARS.
- Some schools will have you self-report test scores on STARS.
- After you add a school you need to open the drop down under **additional requirements** to see if there is additional information that school is requesting.

FINANCIAL AID 101

What (Need-Based Forms/Applications)	When	Details
CSS/Profile	Available October 1; deadline typically coincides with student's college application deadlines	Check for participating colleges at https://cssprofile.collegeboard.org/ ; student applies through their College Board account
FAFSA	Available October 1; deadline typically coincides with student's college application deadlines	Required for ALL colleges at www.fafsa.gov Some schools require FAFSA for Merit Based Aid
Individual College Financial Aid Forms	Varies; students are responsible for checking college portal/personal emails	Check each school's website to determine if/when required
TAP Application (NY)	Available October 1; complete following FAFSA submission	For students applying to public OR private colleges in NY State https://www.tap.hesc.ny.gov/totw/
Income Verification	Complete following FAFSA submission	Complete if prompted by college
iDoc	Complete following CSS/Profile submission	Complete if prompted by college https://idoc.collegeboard.org/idoc/IDOC/IndexIDOC.aspx
DREAM Act (NY)	Available October 1	For undocumented students applying to public or private colleges in NY State https://www.hesc.ny.gov/dream/
Excelsior Scholarship (SUNY/CUNY)	Typically available in spring; deadline August 31	Complete if will be attending a college in NYS & if family meets income guidelines https://www.hesc.ny.gov
NY STEM Incentive Program (SUNY/CUNY)	Typically available in spring; deadline August 15	Complete if in top 10% of graduating class, attending SUNY/CUNY, & pursuing a STEM degree https://www.hesc.ny.gov

ADDITIONAL FINANCIAL AID TERMS

HEOP/EOP – HEOP (Higher Education Opportunities Program) or EOP (Education Opportunities Program); the funding for both programs is the same; however, HEOP refers to private colleges in NY State, while EOP refers to public colleges in NY State. To be considered a student must demonstrate both economic and educational disadvantage. If accepted a student will receive academic support services, mentoring and will be given full financial aid. A summer “bridge” program is often included to help transition the HEOP/EOP students to life at college. If a school has a HEOP/EOP program a student who meets the economic and educational requirements may apply to schools that might normally be considered reach schools.

Merit Awards – Scholarship money awarded to students for outstanding academic achievement and/or special talents. This award is NOT based on demonstrated financial need.

Need-Aware – A school is need-aware if they *do* look at a student's financial need when making an admissions decision.

Need-Blind – A school is need-blind with regard to financial aid if they *do not* look at a student's financial need when making an admissions decision.

CSS/PROFILE

WHAT is the CSS/PROFILE? The CSS/PROFILE is an online application that collects information used by **SOME** colleges and scholarship programs to award institutional aid funds. If parents are divorced, some colleges will also require the noncustodial parent to complete the Noncustodial PROFILE.

WHEN do I file the PROFILE? You should file the PROFILE as soon as possible after October 1st. However, you should file no later than two weeks before the EARLIEST priority filing date specified by your colleges.

WHO requires the PROFILE? The list of colleges that require the profile is located at: www.css.collegeboard.org

HOW do I file the PROFILE? You file the PROFILE online at: www.css.collegeboard.org. Students will use their existing College Board account to complete the PROFILE. The PROFILE will need to be filled out **IN ADDITION** to the FAFSA for schools that require the PROFILE.

DOES the PROFILE charge a fee? Yes, there is a small fee for the initial application and an additional fee for each college college or program report. However, the PROFILE is free for students who received a fee waiver for the SATs.

FAFSA

What is it? FAFSA stands for Free Application for Federal Student Aid. The federal government uses this form to determine your eligibility for financial aid, which includes: grants, work-study, scholarships, and loans.

Why fill it out? The FAFSA is used to determine how much aid you're eligible for. Think of it this way: FAFSA > Student Aid Index > Financial Need > Financial Aid

When do I fill it out? Complete the FAFSA as soon as possible after it opens in October. Some financial aid is determined on a first come, first served basis so start as soon as possible.

How does it work? Your prospective college will try to meet your financial need through aid made up of funds from federal, state, school, and private sources. This may include loans, grants, scholarships, and student employment.

Step 1: Assemble forms needed to complete FAFSA

You'll need the following to fill out the form:

- Student and parent Social Security numbers, Alien Registration numbers, or Tax ID numbers (if not a US citizen)
- Driver's license number (if any)
- Student (if applicable) and Parent Prior year tax returns
- Student (if applicable) and Parent Prior year W2 forms and other record of money earned
- Records of untaxed income, such as child support received, and interest income
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate; and business and farm assets

Step 2: Complete the FAFSA

- Complete FAFSA on the web: www.fafsa.gov (Remember, the FAFSA is free, do not pay for it! Make sure you use **.gov!**)
 - Both STUDENT and PARENT must follow instructions to apply for a Federal Student Aid Identification (**FSA ID**) (For families who have completed the FAFSA for other children, parents must use the same FSA ID) - save this information as you will need it every year!
 - Make sure to list all colleges that your child is applying to; we recommend adding them in alphabetical order
- In order to maximize your amount of aid, fill out the FAFSA **as soon as possible after it opens in October**
- Use the **IRS Direct Data Exchange (DDX)** tool when prompted to import your tax information
- Both the parent and student must **electronically sign** the FAFSA at the end
- Once finished, print the FAFSA summary as well as the "Submission Confirmation" page
- When you fill out the FAFSA, you will be automatically prompted to apply for TAP if your child is applying to schools in NY With this in mind, **complete the TAP Application** if you see a link on your FAFSA confirmation page

Step 3: Review your FAFSA Submission Summary (formerly known as SAR)

- The FAFSA Submission Summary is proof that your FAFSA was received
- Your FAFSA Submission Summary will include your **Student Aid Index (formerly known as EFC)**, which is the amount your family can contribute towards college for the following year
- *What if I find errors on my FAFSA Submission Summary?* Make corrections online at: www.fafsa.gov
- *What if I don't receive your FAFSA Submission Summary?* Call **1-800-433-3243 (1-800-4-FED-AID)**
- **Students MUST check their email and college portals regularly for additional financial aid requirements.** This could include: Income Verification, Instructions to upload documents to iDOC, HEOP/EOP supplements, Non-custodial parent information, FAFSA rejections, etc. Failure to complete additional requirements could result in no financial aid package from a school

FAFSA TIPS

- **Sign the application:** Be sure to sign with your FSA ID (your username and password) so your FAFSA will be processed as quickly as possible
- **Save your FAFSA online if you can't finish it in one session:** Click the "Save" button at the bottom of each step to save
- **Don't leave a field blank.** If a question does not apply enter "0"
- **Remember the FAFSA is FREE!** If you need help, call the FAFSA Help Desk: 1-800-4-FED-AID
- **It is important to keep all of the documents you use to fill out the FAFSA in a safe place, in the event you are selected for verification**

Financial Aid Package Comparison

	School 1:	School 2:	School 3:
<i>COSTS</i> (for 1 year – NOT semester)			
DIRECT EXPENSES (Billed)			
Tuition			
Room + Board			
Fees			
TOTAL:			
INDIRECT EXPENSES (Not Billed)			
Books and Supplies			
Travel			
Personal Expenses			
TOTAL: (Typically ~ \$3,000)			
<i>FINANCIAL AID PACKAGE</i> (for 1 year – NOT semester)			
FREE MONEY			
Grant Totals			
Scholarship Totals			
TAP Award (if eligible - max - \$5,665)			
PELL Award (if eligible - max - \$7,395)			
SEOG Award			
FREE \$ Total:			
LOAN MONEY			
Federal Perkins Loan (up to ~ \$5,500)			
Direct Sub Stafford Loan (if eligible up to ~ \$3,500)			
Direct Unsub Stafford (typically ~ \$2,000)			
Parent Plus Loan (amount can vary to cover the remaining costs)			
LOAN \$ Total:			
Free \$ + Loan \$:			
Work/Study (Typically this will be used to cover the indirect expenses) (typically ~\$1,000-\$4,000)			
Direct Expenses			
MINUS Free \$ + Loan \$	-	-	-
= Out of Pocket Costs for next year	=	=	=

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Direct Expenses			
MINUS Free \$ + Loan \$	-	-	-
= Out of Pocket Costs for next year	=	=	=

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL?

FOLLOWING THE RULES IN HIGH SCHOOL	CHOOSING RESPONSIBLY IN COLLEGE
* High school is <i>mandatory</i> and usually <i>free</i> .	* College is <i>voluntary</i> and <i>expensive</i> .
* Your time is structured by others.	* You manage your own time.
* You need permission to participate in extracurricular activities	* You decide whether to participate in co-curricular activities.
* You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	* You must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.
* Each day you proceed from one class directly to another, spending 6 hours each day--30 hours a week--in class.	* You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class.
* Most of your classes are arranged for you.	* You arrange your own schedule in consultation with your adviser. Schedules tend to look lighter than they really are.
* You are not responsible for knowing what it takes to graduate.	* Graduation requirements are complex, & differ from each year. You are expected to know those that apply to you.
* Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.	* Guiding principle: You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.
GOING TO HIGH SCHOOL CLASSES	SUCCEEDING IN COLLEGE CLASSES
* The school year is 36 weeks long; some classes extend over both semesters and some don't.	* The academic year is divided into two separate 15-week semesters, plus a week after each semester for exams.
* Classes generally have no more than 35 students.	* Classes may number 100 students or more.
* You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	* You need to study at least 2 to 3 hours outside of class for each hour in class.
* You seldom need to read anything more than once, and sometimes listening in class is enough.	* You need to review class notes and text material regularly.
* You are expected to read short assignments that are then discussed, and often re-taught, in class.	* You are assigned substantial amounts of reading and writing which may not be addressed in class.
* Guiding principle: You will usually be told in class what you need to learn from assigned readings.	* Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.
GRADES IN HIGH SCHOOL	GRADES IN COLLEGE
* Grades are given for most assigned work.	* Grades may not be provided for all assigned work.
* Consistently good homework grades may raise your overall grade when test grades are low.	* Grades on tests and major papers usually provide most of the course grade.
* Extra credit projects are often available to help you raise your grade.	* Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.
* Initial test grades, especially when they are low, may not have an adverse effect on your final grade.	* Watch out for your <i>first</i> tests. These are usually "wake-up calls" to let you know what is expected--but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
* You may graduate as long as you have passed all required courses with a grade of D or higher.	* You may graduate only if your average in classes meets the departmental standard--typically a 2.0 or C.
* Guiding principle: "Effort counts." Courses are usually structured to reward a "good-faith effort."	* Guiding principle: "Results count." Though "good-faith effort" is important in regard to the professor's willingness to help you <i>achieve</i> good results, it will not <i>substitute</i> for results in the grading process.

TESTS IN HIGH SCHOOL	TESTS IN COLLEGE
* Testing is frequent and covers small amounts of material.	* Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
* Makeup tests are often available.	* Makeup tests are seldom an option; if they are, you need to request them.
* Teachers frequently rearrange test dates to avoid conflict with school events.	* Professors in different courses usually schedule tests without regard to demands of other courses or activities.
* Teachers frequently conduct review sessions, pointing out the most important concepts.	* Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
* Guiding principle: Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	* Guiding principle: Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.
HIGH SCHOOL TEACHERS	COLLEGE PROFESSORS
* Teachers check your completed homework.	* Professors may not always check completed homework, but they will assume you can perform those tasks on tests.
* Teachers remind you of your incomplete work.	* Professors may not remind you of incomplete work.
* Teachers approach you if they feel you need assistance.	* Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
* Teachers are often available for conversation before, during, or after class.	* Professors expect and want you to attend their scheduled office hours.
* Teachers provide you with information you missed when you were absent.	* Professors expect you to get from classmates any notes from classes you missed.
* Teachers present material to help you understand the material in the textbook.	* Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings.
* Teachers often write information on the board to be copied in your notes.	* Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
* Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.	* Professors expect you to think about and synthesize seemingly unrelated topics.
* Teachers often take time to remind you of assignments and due dates.	* Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it's due, & how you will be graded.
* Teachers carefully monitor class attendance.	* Professors may not formally take roll, but they are still likely to know whether or not you attended.
* Guiding principle: High school is a teaching environment in which you acquire facts and skills.	* Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.

HOW TO MAKE THE TRANSITION TO COLLEGE

- Take control of your own education: think of yourself as a scholar.
- Get to know your professors; they are your single greatest resource.
- Be assertive. Create your own support systems, and seek help when you realize you may need it.
- Take control of your time. Plan ahead to satisfy academic obligations and make room for everything else.
- Stretch yourself: enroll in at least one course that really challenges you.
- Make thoughtful decisions: don't take a course just to satisfy a requirement, don't drop any course too quickly.
- Think beyond the moment: set goals for the semester, the year, your college career.



Fox Lane High School FERPA Waiver

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

How does FERPA relate to your college application?

- Through this form, the Common Application, and Naviance students must: (1) authorize FLHS to release their records (i.e. transcripts, letters, etc.) to the colleges they are applying to, and (2) choose whether or not to waive their FERPA rights regarding their letters of recommendation.

Why should a student waive their FERPA rights?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. Some recommenders may refuse to write a letter for you unless you waive your rights. Students are strongly encouraged to waive their FERPA rights.

For more information regarding FERPA, please consult: <https://studentprivacy.ed.gov/node/548/>

Please check the following:

- ☐ I authorize Fox Lane High School to release all requested records, including senior grades and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf.
- ☐ I have signed the electronic FERPA Waiver in Naviance and on the Common App.

Additionally:

- ☐ I acknowledge that it is my responsibility to add my colleges to "Colleges I'm Applying to" on Naviance.
- ☐ I understand that Fox Lane High School cannot send a transcript to a "Common App" college until the school has been added to the Common Application.
- ☐ I acknowledge that it is my responsibility to add teacher recommenders to Naviance and confirm that they are aware of my earliest deadline.
- ☐ I acknowledge that it is my responsibility to have all required test scores sent directly from the testing agency (College Board/ACT) to each college that requires it.
- ☐ If I am applying ED to any Common App college, I understand that it is my responsibility to electronically sign the ED agreement on Common App, and invite my parent to complete their agreement (*only check if applicable*).

Please select **one**:

- ☐ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.
- ☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

I understand that my waiver/no waiver selection above must match what I have selected electronically on the Common App, that it pertains to all colleges to which I apply, and that my selections on this page cannot be changed once I sign.

Print Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____