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 2023
Date of Graduation: June 23, 2027

We do **not** report class rank.

Graduating Class Size: 181

GPA: Your GPA is on Naviance

GPA Scale: 4.0 Unweighted

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

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
2026-2027 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

Ardsley 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:
    - I authorize every school that I have attended to release all requested records…
    - I waive my right to review all recommendations and supporting documents…
    - 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:
    - Common App Account Matching – Complete
    - Your Common App account was successfully matched
    - 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. **Provide your counselor with an addressed Guidance envelope to the colleges you're applying to IF NECESSARY.** If there is a postal symbol under Delivery Type near the colleges you've added to the list in Family Connection, this means we cannot send your transcript and other documents electronically and you must provide us with an envelope (get from Guidance) addressed to the college.

8. **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.

9. **Request for Teacher Recommendation.** Before you make a request on Naviance:
   - **Ask your teacher for a recommendation in person and follow up with an 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 2027	Graduation Class Size: 181	Courses: Use transcript name
Counselor Title: Counselor	GPA Scale 4.0 Unweighted	Credits: Semester course earn 0.5
Counselor Phone: 914-295-5800	CEEB Code: 330210	Year-long earn 1.0 credit
Guidance Fax: 914-295-5977		Every other day earn 0.5 credit

Additional Information for Common Application Completion:

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

Parent's Level of Education

- College and graduation date
- Degrees earned

List of activities while in high school only

Standardized testing information to self-report

Important Dates and Events

2026-2027

SEPTEMBER – OCTOBER

- Register for Standardized Tests: SAT, SAT Subject Test and/or ACT
- Senior Parent College Evening Meeting – Tuesday, September 15th
- Begin finalizing your college list
- Senior Class Push-Ins – Applications/The How's
- Begin filling out applications and writing essays
- Schedule family/individual meeting with guidance counselor
- Request teacher recommendation
- Attend scheduled college visits
- October 3, 2026 – SAT exam date
- October 17, 2026 – ACT exam date
- October 15, 2026 – Financial Aid Night (details to follow)

NOVEMBER – DECEMBER

- Family/individual meeting with guidance counselor
- Continue filling out applications
- Follow-up visits to colleges
- Attend scheduled college visits
- FAFSA scheduled to be available late December
- Completed Standardized Testing
- November 7, 2026 – SAT exam date
- December 5, 2026 – SAT exam date
- December 12, 2026 – 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 11th – 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:

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

Total Quality Points = 8.8
Total Credits = 2.5
GPA = $\frac{8.8}{2.5} = 3.52$

ARDSLEY
HIGH SCHOOL

Student Brag Sheet

This form assists your counselor in writing your recommendation. The more specific details you can give, the more thorough your college recommendation will be. This form will also help you with the entire college application process, especially in preparing for interviews and writing admissions essays.

Name:_____

Date:_____

1. School activities: List the activities you have participated in at Ardsley High School, the number of years, and the amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and leadership positions.

2. Which activity was most important to you? Why?

3. What do you consider your most important activities OUTSIDE of school? List jobs, paid or voluntary; religious activities; hobbies; travel; music; art; and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.

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Student Brag Sheet

4. Tell us about an experience, activity, etc. that may not be on your resume that has been impactful.

5. In or out of school, which awards and honors have you received? Which elected offices have you held?

6. What book(s) have had the greatest impact on you? Why?

7. Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of, and tell why you take pride in it.

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Student Brag Sheet

8. What kind of learner are you? Which academic setting or assignments make you thrive? What interests you?

9. List three most distinguishing or most admirable qualities. Explain each in several sentences.

10. What do you hope to accomplish in college and after? Consider your career goals and your broader goals.

11. Are there any reasons why you feel your GPA and transcript are not representative of your actual abilities and potential. If so, what was occupying your time i.e. family responsibilities that consumed a lot of your time; overcame some sort of obstacle or challenging experience/event; moved/transferred high schools etc.

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 Date

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 affecting 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

- ACADEMIC RECORD

  Transcript

  - Type of courses
  - Course rigor
  - Grades within these courses
  - Senior courses
  - GPA
  - Trends

  Standardized Test Scores

  - ACT
  - SAT
  - AP Exams

- 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?

- VALUES
  - Level of commitment
  - What kind of person do 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?

- ACTIVITIES
  - 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

- SUMMER
  - Special summer programs
  - Employment

- EXPECTIONS
  - 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 2026-2027

Test Date	Registration Deadline	Late Registration
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
March 6, 2027	February 19, 2027	February 23, 2027
May 1, 2027	April 16, 2027	April 20, 2027
June 5, 2027	May 21, 2027	May 25, 2027

Sign up at: collegeboard.org

ACT TEST DATES 2026-2027

Test Date	Registration Deadline	Late Registration
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
February 27, 2027	January 22, 2027	February 9, 2027
April 10, 2027	March 5, 2027	March 23, 2027
June 12, 2027	May 7, 2027	May 25, 2027

Sign up at: act.org

TRANSCRIPT REQUEST FORM

Student's Name _____

Guidance Counselor _____

Name of School	Please Circle	Please Circle	Date Sent (Do Not Complete - Guidance Use Only)
1._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	
2._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	
3._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	
4._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	
5._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	
6._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	
7._____ _____	Common App SUNY/CUNY Direct to School	ED (Early Decision) EA (Early Action) Regular Decision	

ARDSLEY
HIGH SCHOOL

COUNSELOR'S FORM

RELEASE OF CONFIDENTIAL INFORMATION FOR STUDENT'S CLASSIFIED WITH A DISABILITY

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

_____ to (name of person, agency/college, address):

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

_____ Individual Education Plan (IEP) or Section 504 Accommodation Plan (please circle one)

_____ Other (detail)_____

_____

	Name and Address of School/Program	Contact Person	Special Program
1.			
2.			
3.			

_____ _____

Parent/Guardian signature Relationship

_____

Date

ARDSLEY
HIGH SCHOOL

PSYCHOLOGIST'S FORM

RELEASE OF CONFIDENTIAL INFORMATION WITH 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)_____

	Name and Address of School/Program	Contact Person	Special Program
1.			
2.			
3.			

_____ _____
Parent/Guardian signature Relationship

_____
Date