



March 9, 2010

**I HAVE REVIEWED THE ATTACHED COLLEGE INFORMATION PACKET.**

I have been advised and am aware that the deadline for submitting applications due on or before January 15, 2011 is **December 1, 2010.**

Beginning January 3, 2011, applications that have rolling admission or a later deadline will again be accepted for processing.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ HR \_\_\_\_\_

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_

COUNSELOR'S NAME \_\_\_\_\_  
Lunch Block \_\_\_A \_\_\_B

SENIOR GUIDANCE FORM

NAME \_\_\_\_\_ ID # \_\_\_\_\_ HR SEC \_\_\_\_\_

EMAIL \_\_\_\_\_

It is important that this form be filled out accurately and completely. It will be used to write letters of recommendation for college or employment.

1. Describe what you feel are your best academic assets.

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2. What are your college and career goals? How will specific colleges or universities help you to achieve these goals?

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3. Write a few lines about what you are passionate about. It may be a hobby, community service, fine arts, etc. How has this involvement made an impact on your life or how has your involvement made a difference in this activity? **BE SPECIFIC.**

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4. What are you most proud of (it may be a personal characteristic, an activity, a situation, etc.)? **Give specific reasons to explain your answer.**

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5. List the first words that come to your mind that best describe you. Select one or two of these words and give a concrete reason why they describe you.

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6. Think of your years as a high school student. Can you write of a specific event or story that best describes you as a student? Give a detailed answer.

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7. Relate a story or anecdote that best describes you as a student. Please be specific.

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**If applicable, answer the following questions:**

8. Describe any major personal conflicts and their impact on your life.

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**If you are an athlete:**

9. What sports have you played at OLLA? List leadership positions, how much time you invested in the team, etc.

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10. What sports have you played outside the school? List leadership positions, how much time you invested in the team, etc.

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**If you work:**

11. List and explain any work experience. Include number of hours worked weekly, length of employment, responsibilities, etc.

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Name:  
Address:  
School:

## RESUME OF HIGH SCHOOL ACTIVITIES

### GRADE 12

- Key Club member (4 years)
- Key Club Vice-President (1 year)
- Freshman Study Skills Workshop leader (1 year)
- Peer Counselor (2 years)
- Math National Honor Society member (2 years)
- Close Up participant
- Employed at *Cake Designs* (3 years)

### GRADE 11

- Key Club member (3 years)
- Peer Counselor (1 year)
- Math National Honor Society member (1 year)
- Summer volunteer at Riverside Elementary (42 hours)
- Recipient of award for 200 hours of service Mercy Hospital
- First place winner for Foreign Language Exhibit in Dade County Youth Fair and Exposition
- Took historical Philadelphia trip: Betsy Ross House, Amish countryside, Gettysburg Civil War sites
- Employed at *Cake Designs* (2 years)

### GRADE 10

- Key Club member (2 years)
- Amnesty International member (2 years)
- SADD Club member (1 year)
- Mercy Hospital Volunteer
- Employed as receptionist at Little Flower Parish (six months)
- Employed at *Cake Designs* (1 year)

### GRADE 9

- Key Club member (1 year)
- Amnesty International member (1 year)
- Life Club member (1 year)
- Mercy Hospital volunteer
- Second place winner at Foreign Language Exhibit in Lourdes Language Fair
- Visited historical Williamsburg, VA in the summer
- Piano lessons (fifth year)

Name:  
Address:  
School:

## RESUME OF HIGH SCHOOL ACTIVITIES

### EXTRA-CURRICULAR ACTIVITIES

- Key Club member (4 years)
  - Key Club Vice-President (1 year)
- Peer Counselor (2 years)
- Freshman Study Skills Workshop Leader (1 year)
- Amnesty International member (2 years)
- SADD Club member (1 year)
- Life Club member (1 year)

### ACADEMIC ACTIVITIES/HONORS

- Math National Honor Society member (2 years)
- Close Up participant
- Dade County Youth Fair and Exposition, Foreign Language Exhibit,
  - First Place winner
- Lourdes Language Fair, Foreign Language Exhibit,
  - Second Place winner

### COMMUNITY VOLUNTEER ACTIVITIES

- Riverside Elementary summer volunteer (42 hours)
- Mercy Hospital volunteer (2 years)
- Mercy Hospital award recipient for 200 hours of service

### PERSONAL ACTIVITIES

- Employed at *Cake Designs* (3 years)
- Employed at *Little Flower Parish* as receptionist (six months)
- Took historical Philadelphia trip: Betsy Ross House, Amish countryside,
- Gettysburg/Civil War sites
- Visited historical Williamsburg, VA
- Took piano lessons (5 years)

Counselor Name: \_\_\_\_\_  
Today's Date: \_\_\_\_\_  
Application Deadline: \_\_\_\_\_  
Student signature/release: \_\_\_\_\_

**HARD COPY TRANSCRIPT REQUEST/RELEASE FORM**

Name: \_\_\_\_\_ HR Sec: \_\_\_\_\_ ID #: \_\_\_\_\_

**NOTE:** Failure to complete this form correctly will cause an unnecessary delay in your college application. You are responsible for providing your guidance counselor with the following:

1. Transcript Request Form TWO WEEKS in advance of deadline.
2. Application and check with correct application fee.
3. After 10 transcript requests, you will be charged \$5.00 for each additional transcript.

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**HARD COPY TRANSCRIPT REQUEST/RELEASE FORM**

Here is my hard copy (paper) application. Please send my transcript & standardized test scores to:

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(College/University)

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(City, State)

**College Application Checklist**

The following items have been completed:

1. \_\_\_\_ Application
2. \_\_\_\_ Residency statement (State Application Only)
3. \_\_\_\_ Fee
4. \_\_\_\_ Resume or holistic page

Please mail out the following documents:

5. \_\_\_\_ Essays
6. \_\_\_\_ Transcript
7. \_\_\_\_ Counselor report \*
6. \_\_\_\_ Teacher Recommendation \*

\* Only if required

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**LETTERS OF RECOMMENDATION***(Only if the college/university requires it)*

I asked the following teachers to write a letter for me: *(It is your responsibility to check if your teacher recommendations have been turned in to the Guidance Office).*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
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OFFICE USE ONLY:

RECEIVED:

SENT:

Counselor Name: \_\_\_\_\_  
Today's Date: \_\_\_\_\_  
Application Deadline: \_\_\_\_\_  
Student signature/release: \_\_\_\_\_

**ONLINE TRANSCRIPT REQUEST/RELEASE FORM**

Name: \_\_\_\_\_ HR Sec: \_\_\_\_\_ ID#: \_\_\_\_\_

**NOTE:** Failure to complete this form correctly will cause an unnecessary delay in your college application. You are responsible for providing your guidance counselor with the following:

- 4. Transcript Request Form TWO WEEKS in advance of deadline.
- 5. After 10 transcript requests, you will be charged \$5.00 for each additional transcript.

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**ONLINE APPLICATION**

I applied online. Please send my transcript & standardized test scores to:

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(College/University)

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(City, State)

I understand that I must bring proof that I submitted an on-line application to the above referenced school (copy of online application, signature page, check sent etc.) My signature certifies that I have applied online to the above referenced school. It is my responsibility to check with the Admissions Office to be sure the application was received.

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Student Signature

**College Application Checklist**

The following items have been completed online:

- 1. \_\_\_\_ Application
- 2. \_\_\_\_ Printed receipt page
- 3. \_\_\_\_ Residency statement (State Application Only)
- 4. \_\_\_\_ Fee: \_\_\_\_ Paid online
- 5. \_\_\_\_ Resume or holistic page
- 6. \_\_\_\_ Essays

Please mail out the following documents:

- 1. \_\_\_\_ Transcript
  - 2. \_\_\_\_ Residency Statement (State Application Only)
  - 3. \_\_\_\_ Fee: \_\_\_\_ Mail
  - 4. \_\_\_\_ Resume or holistic page
  - 5. \_\_\_\_ Essays
  - 6. \_\_\_\_ Counselor report \*
  - 7. \_\_\_\_ Teacher Recommendation \*
- \* Only if required

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**LETTERS OF RECOMMENDATION** *(Only if the college/university requires it)*

I asked the following teachers to write a letter for me: *(It is your responsibility to check if your teacher recommendations have been turned in to the Guidance Office).*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
\*\*\*\*\*

OFFICE USE ONLY:

RECEIVED:

SENT:

Counselor Name: \_\_\_\_\_  
Today's Date: \_\_\_\_\_  
Application Deadline: \_\_\_\_\_  
Student signature/release: \_\_\_\_\_

### SCHOLARSHIP TRANSCRIPT REQUEST/RELEASE FORM

Name: \_\_\_\_\_ HR Sec: \_\_\_\_\_ ID #: \_\_\_\_\_

**NOTE:** Failure to complete this form correctly will cause an unnecessary delay in your college application. You are responsible for providing your guidance counselor with the following:

6. Transcript Request Form TWO WEEKS in advance of deadline.
7. After 10 transcript requests, you will be charged \$5.00 for each additional transcript.

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Name of Scholarship \_\_\_\_\_

Choose a delivery method:

Will pick up in Guidance \_\_\_\_\_

Send through HR \_\_\_\_\_

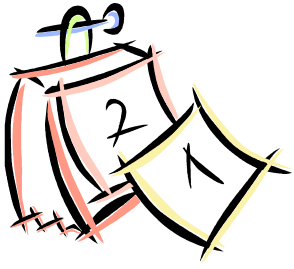
Give to my counselor \_\_\_\_\_

Mail my transcript \_\_\_\_\_

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Please mail my transcript to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# JUNIOR/SENIOR COLLEGE TIMELINE

## **JANUARY TO MAY 2010**

- ✓ Mandatory Junior/Parent College Seminar
- ✓ Meet with counselors individually to discuss college related issues/topics and application process.
- ✓ Hand in to counselor signature page and Senior Guidance Form.
- ✓ Read Junior Bulletin which is emailed to all junior parents and students weekly is distributed in homerooms.
- ✓ Register for SAT and/or ACT exams.
- ✓ Plan campus visits on days off from school and if not able to during this time, visit colleges/universities of interest in the summer.
- ✓ Attend college fairs in the community.

## **AUGUST TO SEPTEMBER**

- ✓ Research University websites for information and applications. Pay close attention to application deadlines.
- ✓ Meet with counselors as a homeroom and individually once again to discuss application procedures.
- ✓ Hand in Senior Profile to counselor.
- ✓ Read Senior Bulletin, which is distributed weekly to homerooms for college and scholarship information. The Bulletin is also posted on Edline.
- ✓ Sign up to meet with college representatives that visit our school.
- ✓ Register for SAT, ACT, or SAT II exams
- ✓ Memorize your Social Security Number and School Code (101-131) as these will be used often during the process. Put your name on all checks going to colleges/universities.
- ✓ Hand in the College Essay and Resume as requested by your English Teacher.

## **SEPTEMBER TO OCTOBER**

- ✓ Complete online applications and submit transcript requests.
- ✓ Start to compare costs and check out the percentage of students who receive financial aid.
- ✓ Take SAT, ACT and/or SAT Subject Tests as needed.
- ✓ Meet with your counselor and provide appropriate documents (senior profile, teacher recommendations, resume, etc) at least two weeks before college application deadlines.
- ✓ Attend the Senior Parent College Seminar (Financial Aid) in October 2010.

## **NOVEMBER**

- ✓ All applications due on or January 15, 2011 must be in Guidance office no later than December 1, 2010. Beginning January 3, 2011, applications that have rolling admission or later deadlines will again be accepted for processing.
- ✓ Be aware of Early Decision and Early Action deadlines.
- ✓ Take the SAT Subject Tests if the college you are applying to requires it.
- ✓ Continue to take SAT and/or ACT, if necessary.
- ✓ Apply for scholarships as information becomes available.

## **DECEMBER**

- ✓ Provide university letters of Acceptance/Deferrals/Wait List/Denial as well as letters confirming scholarship, financial aid, etc. to the Guidance Office as soon as they are received.
- ✓ Failure to follow the above procedure will result in your college acceptance and scholarship awards not appearing next to your name in the Graduation Program at the end of the year.
- ✓ Remind your parents to gather financial records to complete financial aid forms. Federal aid applications are usually available around this time and must be mailed out after January 1st.
- ✓ Request and fill out financial aid applications from the universities you are applying to. (Each college has its own financial aid application).
- ✓ Fill out the Florida Student Financial Aid Application. Failure to do so will result in your not being funded for the Florida Bright Futures Program. This application can be accessed at the following URL: [www.floridastudentfinancialaid.org](http://www.floridastudentfinancialaid.org).
- ✓ Perform scholarship searches and apply to those for which you meet eligibility requirements.

## **JANUARY 2011**

- ✓ Send your FAFSA (Free Application for Federal Student Aid) online as soon as possible after January 1<sup>st</sup>. This application can be accessed at the following URL: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You should receive a Student Aid Report (SAR), indicating your eligibility for federal funds.
- ✓ Beware of college application deadlines!
- ✓ Colleges may require first semester grades - make sure they are sent.
- ✓ If you have been deferred, continue strengthening application by retesting and sending updated transcripts to the universities.

## **FEBRUARY**

- ✓ If eligible, register for the Advance Placement Exams through the Guidance Office.

## **APRIL**

- ✓ Continue to bring in letters of admission/rejection and letters of scholarship to the Guidance Office.
- ✓ If you have been "Wait Listed", contact the college and find out how you can strengthen your application

## **MAY**

- ✓ You must give your acceptance notice to the university you will attend by May 1, 2011.
- ✓ Graduation preparation.
- ✓ Inform the Guidance Office as to what school you will attend in the fall so final transcripts can be sent to that school.
- ✓ In case of discrepancies, please keep copies of all your letters and awards until you have received your final award letter from the college/university that you are attending. We do not keep letters on file after graduation.

## PLANNING FOR COLLEGE

These guidelines will help you get ready for college applications and will facilitate the process in senior year.

1. Study to maintain the best possible grades and GPA.
2. Know your social security number.
3. Take the most rigorous courses of which you are capable of and are recommended by your teachers.
4. Take the SAT and/or ACT at least once before senior year.  
SAT Test Dates:  
May 1- Regular registration is March 25; late registration is March 26 – April 8  
June 5–Regular registration is April 29; late registration is April 30 – May 13  
  
ACT Test Dates:  
April 10 - Regular registration is March 5; late registration is Mar. 6-19  
June 12-Regular registration is May 7; late registration is May 8-21
5. If taking or retaking these tests in senior year, register for the September ACT and/or October SAT. You will then have more choices for re-takes.
6. Many selective universities require that you take two or three SAT IIs. These tests should be taken by December of senior year or January at the latest. (For some schools, deadlines are earlier when applying for early action.)
7. List the universities that interest you; discuss this list with your parents.
8. Narrow down your list to a reasonable number; if possible, visit universities during the summer months, obtain catalogs, search on-line.
9. Keep in mind that state universities are the most affordable, private universities the most expensive.
10. List expenses for your most favorite universities and discuss with your parents. Remember that based on location, you should allow not only for tuition, fees, books, room and board but also for travel expenses, winter clothing, etc.
11. Be ready to work on your resume and college essay at the end of junior year.

College applications take money and time. To save you both, the Guidance Department offers these suggestions as you anticipate senior year.

***Priorities Board***  
***Aspects to Consider when Looking at Colleges and Universities***

- ✓ **Academic Program**  
(When must you choose a major? Is your major offered? Number of faculty in your major? Programs abroad? Internships? Advising system?)
- ✓ **Cost**  
(Availability of aid programs? Co-op programs? ROTC?)
- ✓ **Size of School**  
(Professors or graduate student teachers? Effect of graduate programs, if they exist? Large classes in small college? Small classes in large college? Housing problems?)
- ✓ **Size of Community**  
(Small town, city, megalopolis? A McDonalds? A ballet company? Ethnic restaurants? Fast or slow pace?)
- ✓ **Competitiveness of Admission.** Go to the best school for you – need to know self.  
(Will I get in? Can I stay in?)
- ✓ **Student Body**  
(Single sex or coed? Diverse or homogeneous?)
- ✓ **Religious Orientation**  
(Loose historical affiliation? One required religion course? Strong emphasis?)
- ✓ **Sports Program**  
(Division I? Strong intramural? Could I play? Outdoor Club?)
- ✓ **Social Atmosphere**  
(Orientation program? Residential or commuter? Small, close knit or large, diverse? Non-political or political? Party atmosphere? Support programs?)

# THE COLLEGE VISIT: WHAT TO ASK

## ACADEMIC QUESTIONS

- ✓ Average class size
- ✓ Student-faculty ratio
- ✓ Library/media holdings
- ✓ Computer services
- ✓ Internet access
- ✓ Retention rate
- ✓ Placement of graduates
- ✓ Honors program
- ✓ Study abroad

## STUDENT SERVICES

- ✓ Academic advisement
- ✓ Career counseling
- ✓ Internship opportunities
- ✓ Financial aid availability
- ✓ Food service
- ✓ Medical service
- ✓ Handicap accessibility
- ✓ Security
- ✓ Crime rate
- ✓ Banking service

## STUDENT LIFE

- ✓ Dormitory options
- ✓ Diversity of population-geographic, racial, international
- ✓ Weekend population
- ✓ Social activities
- ✓ Extra-curricular activities
- ✓ Leadership opportunities
- ✓ Sports program
- ✓ Nearby colleges

## HELPFUL WEB SITES

### GENERAL

[www.princetonreview.com/college/research/advsearch/match.asp](http://www.princetonreview.com/college/research/advsearch/match.asp)  
[www.utexas.edu/world/univ/state](http://www.utexas.edu/world/univ/state)  
[www.usnews.com/usnews/edu/college/rankings/rankindex\\_brief.php](http://www.usnews.com/usnews/edu/college/rankings/rankindex_brief.php)  
[www.collegenet.com](http://www.collegenet.com)  
[www.careersandcolleges.com/](http://www.careersandcolleges.com/)  
[www.petersons.com](http://www.petersons.com)  
[www.miskatonic.net/university/ivy.html](http://www.miskatonic.net/university/ivy.html)  
[www.ajcunet.edu](http://www.ajcunet.edu)  
[www.collegenews.org/topliberalartscolleges.xml](http://www.collegenews.org/topliberalartscolleges.xml)  
[www.hacu.net](http://www.hacu.net)  
[www.universities.com](http://www.universities.com)  
[www.globalcomputing.com/university.html](http://www.globalcomputing.com/university.html)  
[www.fihe.org/](http://www.fihe.org/)  
[www.campustours.com/](http://www.campustours.com/)  
[www.collegeguides.com/](http://www.collegeguides.com/)  
[www.memex-press.com/cc/](http://www.memex-press.com/cc/)  
[www.ed.gov/thinkcollege/early](http://www.ed.gov/thinkcollege/early)  
[www.collegebound.net/college](http://www.collegebound.net/college)  
[www.collegeparents.org](http://www.collegeparents.org)  
[www.cappex.com](http://www.cappex.com)

Princeton Review College Research Assistance  
College & Universities Nationwide  
US News College Rankings  
CollegeNet  
Comprehensive College Information  
Peterson's Education Center  
Ivy League Universities  
Jesuit Colleges & Universities  
Liberal Arts Colleges  
Hispanic Success in Higher Education  
Colleges and Universities Search

The Independent Higher Education Network  
Campus Tours  
Resource Pathways  
Critical Comparisons of American Colleges  
U.S. Department of Education  
CollegeBound Network  
College Parents of America  
Connecting with colleges and universities

### UNIVERSITIES

<http://www.barry.edu>  
<http://www.famu.edu>  
<http://www.fau.edu>  
<http://www.fsu.edu>  
<http://www.fiu.edu>  
<http://www.fgcu.edu>  
<http://www.mdc.edu>  
<http://www.ucf.edu>  
<http://www.ufl.edu>  
<http://www.unf.edu>  
<http://www.usf.edu>  
<http://www.ncf.edu>  
<http://www.uwf.edu>

Barry University  
Florida A&M University  
Florida Atlantic University  
Florida State University  
Florida International University  
Florida Gulf Coast University  
Miami-Dade College  
University of Central Florida  
University of Florida  
University of North Florida  
University of South Florida  
New College of Florida  
University of West Florida

### TESTING

<http://www.act.org>  
<http://www.Collegboard.org>

General information and registration for ACT exams  
General information and registration for SAT exams

### FINANCIAL AID & SCHOLARSHIP

<http://www.finaid.org>  
<http://www.fastweb.com>  
<http://www.collegefundingco.com>  
<http://www.salliemae.com>  
<http://www.fafsa.ed.gov>  
<http://www.floridaprepaid.com/>  
<http://www.gocollege.com/>  
<http://www.hsf.net/>

Financial Aid Information Page  
FastWeb Scholarship Search  
College Funding Company  
Sallie Mae Financial Aid  
Federal Student Aid Application Center  
Florida Prepaid website  
College bound website  
Hispanic Scholarship Fund website