

# Glenelg High School Class of 2022 College Night- The Process

Congratulations! You made it to senior year!  
Now, next steps...



# Welcome & Introductions

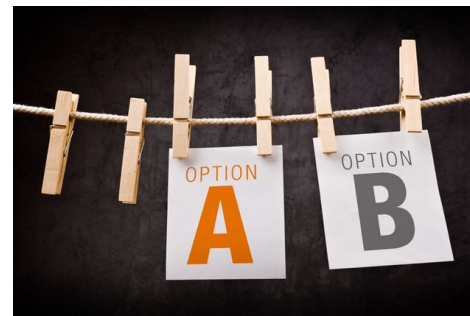
- **Ms. Kelli Brandt**
  - A-Deu
- **Ms. Mindy Hirsch, Co-ITL**
  - Dev-Jam
- **Ms. Rachel Litvin**
  - Jan-Moon
- **Ms. Carolyn Devlin, Co-ITL**
  - Moop-See
- **Dr. Steve Burnett**
  - Sef-Z
- **Ms. Vanessa Hooks**
  - Registrars
- **Ms. Sandy Miles**
  - Secretary

# Tonight's Objectives

- To understand the process for obtaining & completing the materials to apply for post-secondary education including:
  - Transcript Request Form
  - Recommendation Requests
  - College Application Checklist
  - Naviance

# Types of Admissions

- ❑ Early Decision
  - ❑ Early deadline, early response, BINDING
- ❑ Early Action
  - ❑ Early deadline, early response, NON-BINDING
- ❑ Priority Deadline
  - ❑ Students apply by an earlier deadline, and receive priority over students who do not meet the deadline. Decisions are also made earlier
- ❑ Rolling Admission
  - ❑ Students are accepted/denied as applications are received.
- ❑ Regular Admission
  - ❑ Apply by regular deadline (i.e. Jan 15) and hear a response by April 1



# Two-Year Schools

## Howard Community College

- ❖ Associate degrees
  - Rouse Scholars
  - STEM Programs-engineering
  - Freshman Focus
  - Silas Craft
- ❖ Professional certificates
  - EMT, Pharmacy Technician, Massage Therapy, Hospitality and Culinary Management, Nursing Technician, Vet Technician, Dental Assistant, Paralegal, Television and Radio, Respiratory Therapist, etc.



# Four-Year Schools

## *Factors to Consider:*

- ★ Size
- ★ Location
- ★ Academic Programs/Support
- ★ Cost
- ★ Extra-Curricular Programs



There are almost **5,300** colleges in the United States

# How many schools should I apply to?









While there is no magic number,  
we recommend applying to 5-8 schools  
**that you would attend if accepted.**






2-3 Reach Schools

2-3 Target Schools

2-3 Safe



	Task	Where
<input type="checkbox"/>	<p><b>Complete the Teacher Information Form</b> This should be completed for each teacher you are asking to write a letter of recommendation. The information on this form will help your teachers write a more personalized letter for you.</p>	 "About Me"
<input type="checkbox"/>	<p><b>Complete the Counselor Information Form</b> This gives a complete picture of your activities - both in and out of school, your honors and awards, and other information that helps your counselor write a comprehensive letter of recommendation.</p>	 "About Me"
<input type="checkbox"/>	<p><b>Have your parent/guardian complete the Parent Information Form</b> This is optional but it gives your school counselor additional information from your parent/guardian that may assist in writing your letter of recommendation.</p>	 "About Me"
<input type="checkbox"/>	<p><b>Add Colleges to the 'Colleges I Am Thinking About' List</b> Log onto your Naviance account and add colleges to 'Colleges I Am Thinking About' list.</p>	 "Colleges"
<input type="checkbox"/>	<p><b>Complete Waiver of Right to Access Letters of Recommendation</b> The completed form needs to be signed by your parent or guardian. Counselors and teachers will not submit their letters of recommendation without having this form completed in your file.</p>	
<input type="checkbox"/>	<p><b>Complete Transcript Request Form 20 days prior to deadline</b> The completed form, which needs to be signed by your parent or guardian, allows the school to send your transcripts to the colleges to which you are applying.</p>	
<input type="checkbox"/>	<p><b>Complete the Teacher Recommendation Request Form 20 days prior to deadline</b> Once your teachers receive this, they can use the Teacher information Form (you have completed on Naviance) to write a letter of recommendation for you. Your teachers will send your letters electronically through Naviance or mail them if necessary. Once your transcript request has been entered by the registrar, you can request specific teachers on the 'letters of recommendation' page (see below). <b>A new form should be completed and given to teachers if you add more schools.</b></p>	
<input type="checkbox"/>	<p><b>Invite teachers to complete the letter of recommendation in Naviance</b> Click on the Colleges tab and then 'letters of recommendation.' Click the 'add requests' button. Select the teacher you would like to write a recommendation for each college from the drop down menu. Repeat for additional teachers. Click the Save button. ARL Teachers will not be on this list - you should discuss with them in person. <b>NOTE: You will not invite teachers to complete the letter of recommendation through your college application including Common App and Coalition. You will only invite through Naviance.</b></p>	

<input type="checkbox"/>	<p><b>If you are applying to colleges using the Common Application, log onto the Common Application website and add the colleges listed on your Transcript Request Form. You also must complete the Education section of the Common Application.</b> Watch this video to get more detailed instructions. <a href="https://www.commonapp.org/eLearning/Submission.htm">https://www.commonapp.org/eLearning/Submission.htm</a>.</p>	
<input type="checkbox"/>	<p><b>If you are applying to colleges using the Common Application, view the video on your Naviance Homepage and complete the Common Application match</b> Watch this video by accessing the links section (left side) of your Naviance homepage - Com App Match Video. This is critical for your counselors and teachers to be able to submit documents on your behalf. Also, go into Colleges I'm Applying to and click on "Unknown" under "Applying via Common App?" to let them know that you intend to apply with the Common Application.</p>	
<input type="checkbox"/>	<p><b>Request Test Scores Be Sent To Colleges</b> Colleges want your ACT and SAT scores sent directly from ACT or The College Board. Log on to your account at <a href="http://www.actstudent.org">www.actstudent.org</a> or <a href="http://www.collegeboard.com">www.collegeboard.com</a> and follow the instructions to have your scores sent to your list of colleges.</p>	
<input type="checkbox"/>	<p><b>If you are planning to play a sport in college, register with the NCAA Eligibility Center</b> Go to <a href="http://www.eligibilitycenter.org">www.eligibilitycenter.org</a> and click on "New Account" in the upper right hand corner. Once you create an account, you must request an official transcript from the school by adding NCAA to the BLUE Transcript Request Form. Official SAT/ACT scores must also be sent to the NCAA. <i>Note: When you commit to play a DI or DII sport in your senior year, you must also request a Final Transcript from the Registrar to be sent to the NCAA</i></p>	
<input type="checkbox"/>	<p><b>Complete the Free Application for Student Aid (FAFSA)</b> Go to <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>. Complete the form as early as possible after October 1. Money is often awarded on a first come, first serve basis. There are many helpful sites that you can practice completing the form prior to October 1 but make sure you DO NOT pay for any service related to this form. It's FREE!</p>	<a href="http://fafsa.ed.gov">fafsa.ed.gov</a>
<input type="checkbox"/>	<p>If applicable, complete the CSS Profile. The CSS/Financial Aid PROFILE (often written as CSS PROFILE), short for the College Scholarship Service PROFILE, is an application distributed by the College Board in the United States allowing college students to apply for financial aid. Approximately 300 colleges participate.</p>	<a href="http://www.collegeboard.org">www.collegeboard.org</a>
<input type="checkbox"/>	<p><b>Submit applications by the deadline dates posted by the college</b></p>	College Website
<input type="checkbox"/>	<p><b>Complete Senior Survey and Information Report so the registrar can send out a final transcript to your college</b> This survey will be completed in your English 12 class just before graduation in May. Congratulations!!!! You are now officially finished with the college application process.</p>	



# Counselor & Teacher Information Forms

Located on Naviance→

“ABOUT ME”→

“Surveys from your School”

The screenshot displays a user interface for 'My Surveys'. At the top, there is a dark blue header with the text 'My Surveys'. Below the header, there is a 'Filter by' section with the text 'All progress' and a downward-pointing chevron icon. The main content area contains five survey cards arranged in two rows. Each card has a title in teal text and a 'NOT STARTED' status in a light gray pill-shaped button. The cards are: 'Counselor Information Form -...', 'Graduation Survey', 'Post-Secondary Statement', 'Teacher Information Form #1...', and 'Teacher Information Form #2...'.

Survey Title	Status
Counselor Information Form -...	NOT STARTED
Graduation Survey	NOT STARTED
Post-Secondary Statement	NOT STARTED
Teacher Information Form #1...	NOT STARTED
Teacher Information Form #2...	NOT STARTED

# WAIVER FORM



- ❖ Colleges and universities prefer that teacher evaluations and recommendations are confidential.
- ❖ In light of this, we request that all students/parents requesting letters of recommendation complete and return the waiver form.
- ❖ If you choose not to waive your right to access letters of recommendation, this information will be included in the counselor's letter.
- ❖ **[LINK TO WAIVER FORM](#)**

# Requesting a Transcript

## WHAT IS A TRANSCRIPT?

- A transcript is an official copy of a student's academic record.
- It includes:
  - Identifying information and school information
  - Course names from grades 9-12
  - Final grade for each completed course
  - Weighted & Unweighted GPA's
  - NO rank
  - NO test scores (these are sent directly from the testing company).

## STUDENTS WILL NEED TO:

- Submit a transcript request form to the registrar
  - can be found online or hard copies available in student services
- First three(3) are free, \$2 for each additional transcript
- Students can pay using cash, check or online with credit
  - To pay on line-please go to the Glenleg website and scroll down to the bottom and click on the on-line payment tab.
  - Scroll to the bottom and click on the on-line payment request tab.

This page in Naviance will help students complete the blue form \*Double check dates

Quick Links

MORE SEARCH OPTIONS

SuperMatch@

MY COLLEGES

Colleges match

Colleges Visits

COLLEGE RESEARCH

College resources

Acceptance history

College match

College Compare

Colleges I'm thinking about

+ = extended profile available

College	Delivery type	Added By	Application Deadlines	Interest	
Bucknell University	CA	Student	Multiple Deadlines	Medium	MORE
Lafayette College	CA	Student	Multiple Deadlines	High	MORE
Lehigh University	CA	Student	Multiple Deadlines	High	MORE
University of Maryland, College Park		Student	Multiple Deadlines	High	MORE
University of Pennsylvania	CA	Student	Multiple Deadlines	High	MORE

## Recommendation Letter & Transcript Request Due Dates

***Please note that these dates are the last possible day to make your requests.***

*Requests that are received later than the recommended due dates may not be ready by the college deadlines.*

*You may have college deadlines other than the ones listed here – below are the most common. Look at your calendar and **count 20 school days** back from the college deadline - DO NOT count holidays, weekends or HCPSS “schools closed for students” days - to find the due date for your transcript and letter requests. The 20 school days is a courtesy given to the teachers and counselors so they can do the best job possible on your letter of recommendation.*

**Note: it is strongly recommended that you submit your request(s) prior to the deadline listed below.**

<u>College Deadline</u>	<u>Last date student can turn in requests</u>
October 15, 2021	September 15th
November 1, 2021	October 1st
November 15, 2021	October 14th
December 1, 2021	October 28th
December 15, 2021	November 12th
*January 1, 2022	*November 22nd
January 15, 2022	December 9th
February 1, 2022	December 21st
February 15, 2022	January 12th
March 1, 2022	January 27th
April 1, 2022	March 4th
May 1, 2022	March 25th

**\*Due to this deadline being during Winter Break, requests must be made in 20 days prior to the last school day before the Break (shown next to deadline) as opposed to the deadline.**

Note: Mid-Year Reports will be submitted no later than mid-February 2022.

# How Transcripts Are Sent

- ❏ Official transcripts for college/universities accepting electronic transcripts will be sent by your counselor via Naviance
- ❏ Official transcripts for schools that DO NOT accept electronic transcripts, will be mailed by the Student Services Office
- ❏ Official transcripts are released the beginning of October

# Teacher Recommendation Letters



## Teacher Recommendation Request Form

Date Received from Student \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Name of College/University	Application Deadline Date	Do you need the letter mailed? (Write Y if your college has a stamp icon in Naviance)	Are you using the Common Application? (Y or N)	For Teacher Use: Date Letter Submitted

*Teachers: Please don't forget to complete the Teacher Common Application Form prior to submitting your recommendation letter.*

### Release of Student Records

The law requires that schools receive written permission signed by the parent/guardian before transcripts and other student records can be released to a third party. I have completed the Waiver of Right to Access Teacher Letters of Recommendation Form and have  **waived my rights**  **do not waive my rights** to examine a copy of the letter. I give approval to have transcripts and other student records sent by U.S. Mail or transmitted electronically to those listed above when a request to do so is made by my son/daughter.

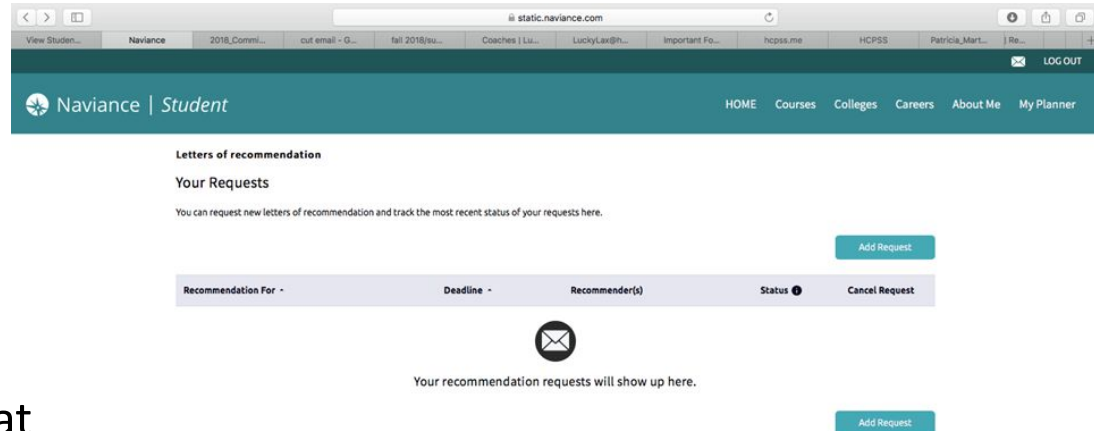
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note for teachers: If a student requests additional recommendations from colleges not on this list, they must provide you with another Teacher Recommendation Request Form with appropriate signatures.*

# Inviting Teachers on Naviance

- DO THIS UNDER
  - Colleges Tab
  - “Letters of Recommendation”
  - Select your teacher (drop down menu)
  - Click colleges you want that teacher to send a letter to
  - Add a personal note to the teacher...a quick thank you would be nice!
  - Click ‘Submit Request’



Naviance | Student

HOME Courses Colleges Careers About Me My Planner

Letters of recommendation

Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request

Recommendation For -	Deadline -	Recommender(s)	Status	Cancel Request
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Your recommendation requests will show up here.

Add Request

**IMPORTANT:**  
Make sure you turn your  
transcript form in  
**BEFORE** you do this.  
step





### Letters of recommendation

#### Add new request

Here you can ask a teacher to write you a letter of recommendation. If you don't have any colleges in your list yet, you may still make a request. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

#### 1. Who would you like to write this recommendation?\*

- ✓ Select A Teacher
- Ahearn, Tierney
- Alkire, Alana
- Ammann, Leslie
- Anderson, Matthew
- Aragon, Christine
- Barker, Steven
- Barth, Matt
- Baylor, Lauren
- Bechta, Bernadette
- Blocklin, Daniel
- Borgia, Danielle
- Bright, Andrew
- Brogli, Hannah
- Brooks-Odom, Kara
- Caprarola, Kelly
- Carter, Tee
- Cassetta, Heather
- Champney, Dennis
- Clement, Leah
- Comberiate, Amy
- Coordinator, Scholarship
- Creeden, Caroline
- Crise, Christina
- Davis, Shannon
- Davis, Sandy
- DeCrispino, Todd

st yet. Click [here](#) to add.

list

ommender about your great qualities and any specifics about your

3000 characters remaining

Cancel

Submit Request

# IMPORTANT REMINDERS

- ★ Counselors and teachers CANNOT send transcripts or letters until you:
  - Submit the waiver through the google doc
  - Turn in the transcript request form to the Registrar in Student Services
  - Connect your Naviance and Common App Accounts
  - Give teachers their request forms
  - Add letter of recommendation requests to Naviance ('Colleges' tab)



# Ways to Apply to College(s)

## ❑ The Common Application

❑ [www.commonapp.org/](http://www.commonapp.org/)

❑ MUST add SS# on Common App if the student intends to submit the FAFSA

## ❑ Coalition Application

❑ [www.coalitionforcollegeaccess.org/](http://www.coalitionforcollegeaccess.org/)

## ❑ College Website Application

❑ Colleges may have a unique application they use

❑ A portal is often used to collect information



# Using the Common App?

## Connect your Naviance & Common App Accounts

If you have ONE (1) or more Common App Schools you **MUST**:

1. Sign the FERPA Waiver on your Common App account
2. Watch video on Naviance Homepage

<https://www.hobsons.com/resources/how-to-match-your-common-app-and-naviance-accounts/>

1. Link Naviance to Common App

# **Sending SAT & ACT Scores**

**It is YOUR responsibility  
to send your scores to colleges/universities.**

**SAT: [collegeboard.org](https://collegeboard.org)**

**ACT: [actstudent.org](https://actstudent.org)**

**We do not have access to send these.**

# Financial Aid

- ❖ FAFSA- Can be submitted as early as October 1
  - <https://fafsa.ed.gov>
  - Free
- ❖ CSS Profile
  - <http://css.collegeboard.org>
  - \$9 filing fee and a charge of \$16 per school
- ❖ Scholarships
  - From companies/organizations
    - GHS Student Services page under Scholarship Bulletin
    - Can be found via Naviance, CollegeBoard, FinAid, etc.
- ❖ From a college
  - Merit/athletic
  - Need-based (FAFSA and/or CSS Profile are typically required)

College-Specific Scholarships    Local & Regional Scholarships

The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information. You may also check the scholarships for which you are submitting applications and then click "Add to My Applications"

158 Scholarships

Filters

	Keyword	Category	Eligibility	Requirements	Type
<input type="checkbox"/> Show matched scholarships	<input type="text"/>	<input type="text" value="Select..."/>	<input type="checkbox"/> 9th <input type="checkbox"/> 11th	<input type="checkbox"/> Service required <input type="checkbox"/> Essay required	<input type="checkbox"/> Need Based <input type="checkbox"/> Merit Based
<input checked="" type="checkbox"/> Hide past-due scholarships					

Scholarship Name	Amount	Category	Deadline	Matching Criteria	Last Updated
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<input type="checkbox"/> <b>Generation Hope Scholarship</b>	\$2400	2 year college 4 Yr. School	Apr 1	No Criteria Found	Feb 26, 2021
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# Ways to Support Your Student


- ❖ Keep a list of important deadlines in a visible place.
- ❖ Review the profile of the schools your student is interested in to ensure there are safety, mid-range, and reach schools on the list.
- ❖ Help plan out 3 discretionary absentee days to strategically arrange campus visits and possible interviews.
- ❖ Practice strong interviewing skills.
- ❖ Offer to be a fresh pair of eyes to provide feedback (not rewrite) their personal statement/essays.
- ❖ Use the Parent Login for Naviance (contact counselor for login information).







# High School Information

- Mailing Address: 14025 Burntwoods Road, Glenelg, MD 21737
- CEEB/ACT Code Number : 210593
- Counseling Office Number:  
410-313-5335
- School Phone Number:  
410-313-5528
- School Web Site:  
<https://ghs.hcpss.org/>


 Student Services Community  
School Counselor Lesson • 12th Grade

 College Planning Folder

- [College Planning Calendar](#) ↓
- [Waiver of Right to Access School Counselor/Teacher Letters of Recommendation](#) ↗

 Transcript Request Process

- How to Request a Transcript/ Letter of Recommendation Powerpoint
- [2021-22 Transcript Request Form](#) ↓

 Post High School Planning

- [Resume Writing](#) ↓
- [SUMBIT YOUR RESUME for Career Prep Requirement](#) ↗
- [Intro Video](#) ↗
- [Post High School Planning PowerPoint](#) ↓
- [College Comparison](#) ↓
- [College Fit Worksheet](#) ↓
- [The Basics of Financial Aid Powerpoint](#) ↓
- [CSS Profile Support](#) ↗
- [2020 The College Application Essay](#) ↓
- [2020 Essay Brainstorming](#) ↓
- [Thoughtful Storytelling Through the College Application](#) ↓

[Student Services Home Page](#)



## Important Links:

- Student Services Canvas Page:  
<https://hcpss.instructure.com/courses/34471/pages/student-services-community-home-page>
- Post High School Planning (click College Application In-House Documents on the Post High School Planning tab:  
<https://hcpss.instructure.com/courses/34471/pages/student-services-community-star-post-high-school-planning>
- Glenelg High School Website:  
<https://ghs.hcpss.org/about/transcript-and-letter-request-guidelines>



HCPSS presents: POST-SECONDARY PLANNING SERIES

For additional post high school opportunities, subscribe to our [google calendar](#).

\*CHECK BACK FOR UPDATED PRESENTATION INFORMATION.\*



TOPIC	PRESENTER(S)	DATE, TIME, LOCATION
<b>College Admission Panel</b> Come hear from UMBC, UMD, Towson, St. Mary's College of MD, Penn State about the most current admission practices.	College Admission Panel Lead School: Reservoir	Date: September 15, 2021 Time: 7:00pm <a href="#">Zoom Link</a>  Recommended Grades: 9-12
<b>Standardized Testing: ACT, SAT, PSAT, AP, Accuplacer, ASVAB</b>  The world of standardized testing is extensive and confusing. This session will cover all of the tests students will encounter to prepare for post high school and help parents and students understand how to prepare.	Rebecca Mason, <del>ScoreMore Test Prep</del> Lead School: Centennial	Date: September 22, 2021 Time: 7pm Zoom Link TBA  Recommended Grades: 9-12
<b>Financial Aid</b> In this workshop, presenters will go over all factors related to financial aid, including how aid is determined, what a FAFSA is, the differences between loans and scholarships and how best to access money for college.	Jill Altshuler Reservoir High School School Counselor, ITL  Lead School: Reservoir	Date: September 29, 2021 Time: 7pm Zoom Link TBA  Recommended Grades: 9-12
<b>College Search</b>	Sarah Whinn	Date: October 6, 2021



students are looking for ways to avoid debt and find successful careers. A panel of students who chose an alternative path will share how they discovered their path, what they learned and what advice they have for you.		Recommended Grades: 9-12
<b>Disability Services in College</b> Colleges and universities have vastly different systems for implementing accommodations. Students with a 504 or IEP are encouraged to attend this session to learn how to identify colleges having strong disability programs and learn how to navigate disability services in college.	Cassie Thompson, UMBC Disability Specialist  Lead School: Reservoir	Date: October 20, 2021 Time: 7pm  Zoom Link TBA  Recommended Grades: 10-12
<b>Financial Aid</b> In this workshop, presenters will go over all factors related to financial aid, including how aid is determined, what a FAFSA is, the differences between loans and scholarships and how best to access money for college.	TBD Lead School: <del>Marriotts Ridge</del>	Date: October 27, 2021 Time: 7pm Zoom Link TBA  Recommended Grades: 9-12
<b>Apprenticeship, Trade Schools and More</b> In this workshop, families will learn about apprenticeships, trade schools, and different programs to gain certification for employment.	TBD Lead School: TBD	Date: November 3, 2021 Time: 7pm  Recommended Grades: 10-12
<b>Military Branches</b> In this workshop, families will learn about the different opportunities within the military branches, including job training, GI Bill, and career benefits.	Military Recruiters, ROTC teachers  Lead School: <del>Atholton High</del>	<del>Date: November</del> 10, 2021 Time: 7pm  Zoom Link TBD

# Post Secondary Evening Presentation Series

**WE ARE HERE TO SUPPORT YOU!**

SCHEDULE AN APPOINTMENT WITH YOUR COUNSELOR TO HAVE YOUR  
QUESTIONS ANSWERED!

**GOOD LUCK CLASS OF 2022!**

