Senior Packet for College Application Process—Class of 2019

Dear Senior:

Enclosed are a few items that will help with the college application process

**College Applications:**
* SUNY online application (www.suny.edu/student)
  *Common Application (www.commonapp.org)

**What next?**
- Complete and return the Authorization to Release Educational Records by **September 26, 2018.**
- Complete the student section of the college application and pay the fee (See your counselor if you qualify for fee waivers.)
- Counselors and teachers will need a resume to write your letter of recommendation. Check with your counselor to make sure they received electronic notification of your submitted application.
- Counselors will be meeting with you for senior credit reviews and help you through this process.

**Be mindful of due dates**
- All applications, scholarships and financial aid forms have firm due dates.
- Teachers and counselors require **10 school days** to write letters of recommendations and complete college applications. Applications with a due date of Jan 1, 2019 or before must be in Guidance or to teachers by Dec. 7, 2018. Applications are processed in the order they are received.
- Dates and times of College Visits to CHS are posted on the calendar outside the guidance office and are announced in the morning. **Please get a pass from Ms. Taggart in the Guidance office either the day before or the morning of a college visit. Students will not be admitted without a pass, no exceptions!**
- **ALL TRANSCRIPT REQUESTS REQUIRE STUDENTS TO SUBMIT A TRANSCRIPT REQUEST FORM.**

Website: [www.cityhonors.org](http://www.cityhonors.org). “Academics” section/ Guidance:

You will find:
- Searching for Colleges (virtual tours, download applications, etc.)
- Career Search
- Scholarships
- Financial AID

NOTES:
# SENIOR YEAR TIMELINE

<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
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| August      | • Complete Resumé  
• Prepare college essays  
• Review or begin college applications  
• Summer visits to college campuses  
• Create FAFSA ID (fafsa.ed.gov)  
• Review Standardized Test Dates and Deadlines |
| September   | • Continue preparing college applications  
• Visit college representatives at your school/visit colleges/attend open houses  
• Request college info (including financial aid/housing)  
• Finalize college choices  
• Keep copies of applications and forms sent to colleges along with online passwords  
• Continue finalizing college essays (proofread)  
• Ask teachers for letters of recommendations |
| October     | • Meet with your school counselor for senior review  
• Keep track of all application components and deadlines: test scores, letters of recommendation  
• Finish early decision/action applications  
• ACT offered  
• SAT/Subject Tests offered  
• Attend Financial Aid Night @CHS |
| November    | • SAT/Subject Tests offered  
• Be conscious of 1st quarter senior grades  
• Continue to research scholarships, regularly check scholarship drawer in Guidance  
• If you have submitted FAFSA, you should receive Student Aid Report (SAR), carefully review for accuracy. |
| December/January | • SAT/Subject test offered  
• ACT offered  
• Receive early action/early decision I decisions  
• Review Scholarships  
• Last chance to submit college apps with January 1st deadlines  
• Contact colleges to ensure your college application is complete |
| February/March | • Keep grades & attendance up — it matters  
• When you make your decision send deposit ASAP  
• Relax. Many college decisions are mailed out in April  
• Prep AP & IB exams  
• Continue searching/applying for scholarships |
| April       | • Visits schools where accepted, if needed  
• Make final decision — mail deposit.  
• If wait-listed, contact admissions office if still interested  
• Follow procedure for college housing and orientation  
• Complete SAY YES application  
• Continue searching/applying for scholarships |
| May/June    | • Give counselors envelope for final transcript to be sent to college  
• Athletes — request final transcript for NCAA Eligibility Center  
• Complete Senior Exit Survey, SLI Survey  
• Settle all senior debts |
|             | • Register for CSS/Financial Aid PROFILE, if necessary  
• ACT offered  
• Attend college fairs (Daemen, CAO, SUNY)  
• Decide on Early Action/Early Decision Options  
• Now-November, schedule senior review with your school counselor  
• Search for scholarship/aid sources  
• October 1st, FAFSA app opens.  
• FAFSA/TAP should be completed ASAP  
• AP Payments are due to your school  
• Review financial aid packages as they arrive  
• Rank schools where you've applied by preference  
• Send Mid-year reports  
• Analyze projected first-year college budget  
• Do your best on AP/IB exams |
This guide previews the different sections of the Common Application so you'll be ready to get started as soon as you create your account.

<table>
<thead>
<tr>
<th>PROFILE</th>
<th>Contacts</th>
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<tbody>
<tr>
<td></td>
<td>Phone number, mailing address</td>
</tr>
<tr>
<td>Demographics</td>
<td>Religion, military service, race/ethnicity (all optional)</td>
</tr>
<tr>
<td>Geography</td>
<td>Birthplace, countries lived in, language proficiency, citizenship</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>FAMILY</th>
<th>Household</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Parent marital status, parent(s) with whom you reside</td>
</tr>
<tr>
<td>Parent and/or Guardian</td>
<td>Name, birthplace, occupation, education, stepparent information</td>
</tr>
<tr>
<td>Siblings</td>
<td>Age, grade, education</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current school, dates attended; counselor name, phone, and email</td>
</tr>
<tr>
<td>History</td>
<td>Previous schools, dates attended, past/pending education interruptions (e.g. time off, early graduation, gap year, etc.), college courses, college assistance programs</td>
</tr>
<tr>
<td>Academic Information</td>
<td>GPA, class rank, current year courses, honors and awards</td>
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</tbody>
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<tr>
<th>TESTING</th>
<th>College Entrance</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>ACT and SAT</td>
</tr>
<tr>
<td>English For Non-Native Speakers</td>
<td>TOEFL, IELTS, PTE Academic</td>
</tr>
<tr>
<td>Academic Subjects</td>
<td>AP, IB, SAT Subject Tests, A-Levels</td>
</tr>
<tr>
<td>Other</td>
<td>Optional reporting for other relevant 9-12 testing</td>
</tr>
</tbody>
</table>
| ACTIVITIES | Principal Activities/Work  
|            | Years of participation, hours per week, weeks per year, position/leadership held (50 characters), brief description (150 characters). 10 activities maximum. |
| WİTİNG     | Personal Essay  
|            | Select one of seven available prompts, 650 Words Maximum  
|            | Disciplinary History  
|            | Explanations regarding school discipline and misdemeanor or felony convictions  
|            | Additional Information  
|            | Relevant circumstances or qualifications not reflected elsewhere in the application  
| COURSES & GRADES | Self-Reported Transcript  
|            | Your complete academic record for grades 9-12. Required by some colleges.  
| COLLEGE-SPECIFIC QUESTIONS | General  
|            | Entry term, degree status, housing preference, test-optional preference, scholarship and financial aid preference  
|            | Academics  
|            | Academic interest, program(s) applying to  
|            | (Some colleges may also ask additional questions about your family, state of residence, activities, and general interests.)  
| COLLEGE WRITING SUPPLEMENTS | Writing Supplement  
|            | Additional short answer or essay responses if requested by institution  

**LEARN MORE**

**GETTING STARTED**
- Get started with your Common App with this helpful guide.

**TIPS & BEST PRACTICES**
- Best practices to keep in mind as you complete your applications.

**COMMON APP TOUR**
- Learn how to navigate the Common App.

Find more resources at commonapp.org/ready.
Early Action vs. Early Decision

Do you want to get your college applications in before everyone else? You can! Consider applying early action and early decision.

**WHAT ARE EARLY ACTION AND EARLY DECISION?**
Early action (EA) and early decision (ED) are programs many colleges have in place that let you submit your college applications early (usually in November) and get an admissions decision early (usually by January). If you have done your research and know there are schools you would attend above all others, then EA and ED could be great options for you. Be careful, though — although they sound similar, each program has different rules.

**WHO OFFERS EARLY ACTION AND EARLY DECISION?**
In addition to the schools listed above, there are many others that offer EA and ED programs. The College Board counts more than 400. For example, Cal Tech, MIT, University of Chicago, Notre Dame and the University of Michigan at Ann Arbor all offer EA programs. Duke, Northwestern, Johns Hopkins, Wake Forest and NYU all offer ED programs.

**WHAT SHOULD I DO TO HAVE THE BEST CHANCE OF GETTING IN EARLY?**
Early applicants have a higher percentage of admission than regular applicants, mostly because early applicants are sending a very clear message to the admissions office. They are saying, “Your school is my first choice!” Admissions officers want enthusiastic students and early applicants are just that.

**WHAT ELSE CAN YOU DO?**
1. Make a calendar of important dates and deadlines.

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### EARLY ACTION OR EARLY DECISION

**Early Action programs are:**

1. Non-exclusive. With a few notable exceptions, you can apply to as many schools via EA as you want.

2. Non-binding. If you get accepted via EA, you don’t have to attend that school. You also don’t have to withdraw all other college applications. EA programs are a good fit for students who have a few schools they would love to attend, but don’t have a front-runner.

**Early Decision programs are:**

1. Exclusive. You can only apply to one college via ED. You can still apply to other schools, but they all have to be via regular decision. With ED, students apply to their first-choice school early and promise to attend if accepted.

2. Binding. If you apply to a college via ED and you get in, you have to go. You will also have to withdraw all other applications to all other schools:

**Both Early Action and Early Decision programs are:**

Early Action and Early Decision both have earlier deadlines than regular decision programs. With either program, you will get an admission decision much earlier than if you apply via regular decision.

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NextStepU

www.NextStepU.com
General Formatting:

- You should have 1 or 2 margins, make sure they match your printer’s guidelines.
- The page should be easy to read—keep it simple and organized.

Page 2:

- Review the page layout. Use a rectangular box to display your education.
- Include information about your education, including location and degree received.
- Make sure the education section is clear and easy to read.

Education:

- Provide your education details, including degree and GPA.
- Include any relevant courses or qualifications.

Experience:

- List your work experience or volunteer experience, including relevant skills.
- Be sure to include dates and responsibilities.

References:

- Provide a list of references, including names, titles, and contact information.

Other things to remember:

- Keep the resume concise and to the point.
- Proofread your resume to ensure there are no spelling or grammar errors.

Sample Resume for High School Students

Jane Doe

Highland Park Senior High, Class of 2008 (3.8 GPA)

Education

- Graduation date and GPA: 12/12/08

Experience

- Volunteer at Highland Park Library (50+ hours)
- Participated in school volunteer activities, including building a library

Activities

- Member of the Year Club (2002-Present)
- President of the Model United Nations (2003-Present)

Achievements

- Recognized for leadership (10+ years)
- Cross Country (2002-Present)
- French Club (2002-Present)

Awards

- Outstanding French Student, 2004
- A Honor Roll 8 times

References

- Available upon request
- Volunteer at High School, 2005

Phone Number: (555) 555-5555
E-mail: jane.doe@hpschool.org
Before you can apply to colleges, you need to decide which of the many colleges and universities out there are right for you. There is likely to be more than one college that will meet your needs. Many factors go into that decision and only you know which ones are important. The following information will help you.

7 KEY FACTORS TO CONSIDER:

1. LOCATION: Which part of the U.S. do you prefer? Will you stay in your state? Do you favor urban, suburban or small town rural areas?

2. PUBLIC/PRIVATE: Which seems the best choice for you? If you like the status and prestige of a private school or selectivity at public school prices, check out Richard Moll’s The Public Ivys, Rugg’s Recommendations, or US News & World Report.

3. SIZE: Do you want to go to a BIG school or a small school? Where will you feel most comfortable? Do you plan to go on to law or med school? Where can you get the best preparation?

4. 2 OR 4 YEAR: What type of degree do you need, associates or bachelors? You can transfer from 2 to 4 but be careful about which course you take, so that credits transfer. If you choose this option, pick a 2 year school with joint-admissions to a 4 year.

5. PROGRAMS: Are you looking for a particular major, strong theatre department, ROTC or a chance to play a sport? Does the college have good job placement in your chosen major?

6. COST: What can you afford? What type of scholarships and aid does the college offer? Don’t eliminate a school based on cost initially. Check with their financial aid office to find out if you might receive a package to make it affordable.

7. CHANCES: Can you get in? Do your grades and SAT/ACT scores match what the college is looking for?
Online Career & Financial Aid Resources

Career Exploration
- NYS Career Zone (www.nycareerzone.org)
- Occupational Outlook Handbook (www.bls.gov/oco)
- ONET online (online.onetcenter.org)
- What can I do with this major? (www.studentaffairs.buffalo.edu/career/majors/default.shtml)

College Search
- ACT (www.act.org)
- Any College (www.anycollege.com)
- College Answer (www.collegeanswer.com)
- College Board (www.collegeboard.com)
- National Association for College Admission Counseling (www.nacacnet.org)
- Next Step Magazine (www.nextstepmagazine.com)
- Petersons (www.petersons.com)
- State University of New York (www.suny.edu/student)

Financial Aid
- Fast Web (www.fastweb.com)
- Federal Financial Aid (www.fafsa.ed.gov)
- FinAid (www.finaid.org)
- NYS Financial Aid Administrators Association (www.nysfaaa.org)
- NYS Higher Education Services Corporation (www.hesc.com)
- Scholarship (www.scholarships.com)
**Special note for colleges/scholarships requiring paper copies of your transcript**

Should be addressed to:
City Honors School
186 E. North St.
Buffalo, NY 14204
Do not put your home address

In addition to submitting a transcript request form, you are required to submit an envelope to the Guidance office that is stamped and addressed to colleges/scholarships that require a paper copy of your transcript.

Stamps are available for 0.47¢ or you may provide your own.
In order to process any college or scholarship application, the following statement must be signed and on file in the Guidance office. If you are an athlete, please read and sign the second paragraph as well. Please return the signed form to the Guidance office by September 26, 2018

**AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS**

As part of the college application process, I authorize the release of a copy of my official transcript containing a list of courses, grade earned and record of standardized testing, as well as any other educational records, to the extent required or requested by the educational institutions to which I apply. To authorized the Guidance office, as well as the teachers and administrators of City Honors School, to submit descriptive statement and/or letters of recommendation in support of my applications when requested. I understand these statements are confidential, and I hereby waive any rights I may have to review their contents. I recognize that it is the school’s responsibility to notify any educational institution to which I have applied or have been accepted as to any change in my status at City Honors School and I hereby authorize such notification.

Name (please print) ____________________________________________

(Student signature) ____________________________________________ (date)

(Parent signature) ____________________________________________ (date)

**RECORDS RELEASE FOR ATHLETES**

I authorize release of my official transcript, including standardized testing scores, for recruiting purposes to the NCAA Clearinghouse, coaches and other educational representatives upon my request.

(Student signature) ____________________________________________ (date)

(Parent signature) ____________________________________________ (date)
CITY HONORS SCHOOL
TRANSCRIPT REQUEST FORM

NAME ______________________ HR# __________

SEND TO ______________________

ADDRESS ______________________

HAVE YOU DONE THE FOLLOWING?

___ submitted a Resume
___ completed a Student Brag Sheet
(all required for counselor recommendation)

DEADLINE (please allow TWO WEEKS for office processing) __________

PLEASE FILL OUT A OR B

A) ONLINE APPLICATIONS

If applying to a college online, your counselor will submit the indicated materials. Students are
responsible for sending all other supporting documentation.

How did you apply?

___ Online Common Application
___ Online SUNY Application
___ Directly to the college
___ Other (___________)

> Only 1 request form is required for students using the online Common Application applying to
multiple colleges. List Common Application next to "SEND TO."

> Only 1 request form is required for students using the online SUNY Application. List SUNY
Application next to "SEND TO."

Documents to be sent:

___ Official Transcript*
___ Most Current Report Card
___ Mid-Year Grades
___ Other (___________)

B) PAPER APPLICATIONS

If applying to a college/scholarship using a paper application, your counselor will mail the indicated
material. Students are responsible for sending all other supporting documentation.

___ Send to a College  ___ Send to a Scholarship

Documents to be sent:

___ Application
___ Official Transcript*
___ Most Current Report Card
___ Counselor/School Report
___ Mid-Year Grades
___ Other (___________)

*AN OFFICIAL HIGH SCHOOL TRANSCRIPT INCLUDES UNOFFICIAL SAT/ACT SCORES. STUDENTS
MUST CONTACT THE COLLEGE BOARD AND/OR ACT TO HAVE OFFICIAL SCORES SENT.

STUDENT SIGNATURE ______________________ DATE ______

PARENT SIGNATURE ______________________ DATE ______

OFFICE USE ONLY  Date Rec'd ______  Date Sent ______  Date Sent ______  Date Sent ______

Mid-Year  Other (_______)

www.cityhonors.org
186 EAST NORTH STREET  BUFFALO, NEW YORK  14204  TEL 716.816.4230  FAX 716.888.7145
CITY HONORS SCHOOL
TRANSCRIPT REQUEST FORM

NAME ___________________________ HR# ________ HAVE YOU DONE THE FOLLOWING?

SEND TO ____________________________

ADDRESS ____________________________

(__________)

DEADLINE (please allow TWO WEEKS for office processing) ____________________________


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STUDENT SIGNATURE ____________________________ DATE ________

PARENT SIGNATURE ____________________________ DATE ________

OFFICE USE ONLY  Date Rec’d ______  Date Sent ______  Date Sent ______  Date Sent ______

Mid-Year  Other (__________)

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