

“Quotable”

For all the times you stayed up late to get it right; took an Advanced Placement class when you knew it meant more work; practiced, rehearsed and gave it your all; said what you thought instead of what was popular, volunteered your time instead of just hanging out, we applaud you.

Opening words of letter of admission to **STANFORD**
U.'S CLASS OF 1997

Welcome Seniors and Parents



Healthy Communication

- Tips for online applications
- Social networking sites
- Email communication



Important Upcoming Dates

- Financial aid meeting, September 29
- SAT Dates: www.collegeboard.org
 - Home: October 1
 - -Away: Nov 5 & Dec 3
- ACT Dates: www.actstudent.org
 - Away: October 22 & December 10
- College Fair Dates:
 - Sunday, September 18- SUNY Old Westbury
 - Sunday, October 2 – Suffolk Community College Grant Campus

Recommended Guidance Office Application Deadlines

- Early Decision
- Early Action
- Priority Decision
- Regular Decision
- Friday, October 7
- Tuesday, October 25
- Monday, November 21

***You MUST allow 15 school days for your application to be processed once it has been submitted to the Guidance Office ***

Applications

- Nearly all applications are submitted electronically
 - Common Application
 - Coalition Application
 - Individual college website application
- If a school is available through the Common Application, we **STRONGLY** advise you apply on commonapp.org

Getting Started

- Students are responsible for submitting:
 - College application(s)
 - Test score(s)
 - collegeboard.org
 - actstudent.org
- Counselors are responsible for submitting:
 - Academic records
 - Recommendation Letters
 - Other supporting documents (i.e. school profile)

Electronic Submission

- These steps are necessary for all electronically submitted applications
 1. Register at commonapp.org
 2. Link to Naviance Family-Connection
 3. Indicate the colleges you are applying to

Step 1: Common Application

- Everyone **MUST** register on the Common Application (www.Commonapp.org)
- Everyone **MUST** complete the following tasks to sign the FERPA form
 - Secure a username and password
 - Add at least one college to “My Colleges List”
 - Complete the “Education” Section

MISSION

The Common Application is a not-for-profit membership organization that, since its founding over 35 years ago, has been committed to providing reliable services that promote equity, access, and integrity in the college application process. We serve students, member institutions, and secondary schools by providing applications that students and school officials may submit to any of our over 500 members. Membership is open to colleges and universities that promote access by evaluating students using a holistic selection process.

SEARCH FOR COLLEGES

FACEBOOK

Common Application A teacher's plea: "It's ok if you don't like math. Just... *05 Sep*

Common Application A free, comprehensive guide to college applications fro... *04 Sep*

Common Application Counselors and teachers: Avoid mentioning specific coll... *04 Sep*

TWITTER

@commonapp A teacher's plea: "It's ok if you don't like math. Just... *05 Sep*

@commonapp A free, comprehensive guide to college applications fro... *04 Sep*

@commonapp "Maintenance" error? Clear your browser history & T... *04 Sep*

FEATURED



MORAVIAN COLLEGE

Applicants

Members

Recommenders

Email Address

Password

[Forgot your Password?](#)

HELP CENTER

CREATE AN ACCOUNT



Sign Out

- Dashboard
- My Colleges
- Common App
- College Search

Criteria

Criteria

Application Requirements

School or City Name
Separate multiple search terms with a comma, e.g.: Washington, Boston

Country

US State

Distance from ZIP Miles from

Term Fall 2016 Spring 2016 Other 2016

Applicant Type First Year Transfer

Deadline on or after

[Clear](#)

[Search](#)

Instructions & Help Center

Sort colleges on result list

Use the triangle symbols in the title fields (dark grey) to sort the colleges in ascending or desce ... [+]
[\[more\]](#)

Add college to list

To add a college to your list, do so from your results list under the College Search tab. Check the ... [+]
[\[more\]](#)

College Information

You can see specific college information such as phone numbers, deadlines, fees, and recommendation ... [+]
[\[more\]](#)

Searching for a college name

There are several ways to search for colleges, which are listed here. When entering a college name, ... [+]



[Common Application](#)[Profile](#)[Family](#)[Education](#)[Testing](#)[Activities](#) ✓[Writing](#)▼ **School****School lookup*****Date of entry*** **Is this a boarding school?*** Yes No[Clear](#)**Graduation date** **Counselor's prefix*** **Counselor's first name*****Counselor's middle initial****Counselor's last name*****Counselor's title*****Help Center** ➔**I've been out of school for a while**

If you don't have a counselor because you've been out of school for a while, you can enter the cont ... [+]

[\[more\]](#) ➔**Trouble entering phone number**

In the first box, select your country and do not attempt to enter anything further. In the second b ... [+]

[\[more\]](#) ➔**Secondary school information**

Secondary education (aka attending a secondary school) is a term that refers to the stage of educat ... [+]

[\[more\]](#) ➔**No counselor**

If there is no counselor at your school, the school forms/recommendations may be filled out by your ... [+]

[\[more\]](#) ➔

Step 1 Continued...

- Complete the FERPA confidentiality agreement on the Common App Website (commonapp.org)
 - “My Colleges”
 - “Recommenders and FERPA”



University of
Connecticut

Questions

Assign
RecommendersSubmission -
Common App[Manage Recommenders](#)**• FERPA Release Authorization**

You must complete the release authorization process, which will allow transcripts and recommendations to be submitted on your behalf through Naviance eDocs. [release authorization](#)

• Counselor

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. If your counselor wishes to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply.

Offline Forms

- [School Report](#)
- [Optional Report](#)
- [Mid Year Report](#)
- [Final Report](#)

✓ Teacher

Your school is using Naviance eDocs for transcripts, school reports, and teacher recommendations. Please contact your counselor directly and they will provide instructions specific to your school regarding these documents. Once your teachers submit their recommendations online you will see the status below. If your teacher(s) wish to submit forms via mail, you can download printable forms that can be completed on paper and mailed to each institution to which you apply. [offline form](#)

Required: 0**Allowed: 10****✓ Other Recommender**

Recommender types accepted: Arts Teacher, Clergy, Coach, College Access Counselor, Employer, Family Member, Peer, Other

Required: 0**Allowed: 10**[Add Another](#)**Help Center** **Recommender Information does not change**

Once a recommender has been added and invited, the name and title you entered can not be changed ... [+]

[\[more\]](#) **Who can be a recommender?**

Recommenders can be different types of people. Most schools ask for teacher recommendations but som ... [+]

[\[more\]](#) **Resend a Recommender Invite**

From the "Assign Recommender" page, click on the link "Manage Recommender". The page with the li ... [+]

[\[more\]](#) **Naviance FERPA Waiver**

If your school uses Naviance to submit school forms, applicants will submit the FERPA decision w ... [+]

[\[more\]](#) **Add Recommenders for Naviance School**

Please contact your counselor directly and they will provide instructions specific to your schoo ... [+]

[\[more\]](#)



Release Authorization

1 Instructions > 2 Form

The questions you will see on the next screen relate to your educational records. The first pertains to the transmission of your educational records from your secondary school(s) to the colleges to which you are applying. The second concerns your right of access to confidential letters of recommendation. Under the terms of the Family Educational Rights and Privacy Act (FERPA), you can review recommendations and accompanying forms if you are age 18 or older or upon enrollment at a postsecondary institution provided that institution saves the documents. You may, however, waive this right of access altogether. In a moment, you'll be asked if you wish to waive this right.

Why should you consider waiving your right of access? Waiving your right lets colleges know that you will never try to read your recommendations. That in turn reassures colleges that your recommenders have provided support that is candid and truthful. While you are free to respond as you wish, if you choose not to waive your right, some recommenders may decline your request, and some colleges may disregard recommendations submitted on your behalf.


After you make your selection about whether you want to waive your right of access, you will be able to invite your recommenders. Once you make the first invitation, you will not be able to change your waiver selection. To ensure that you fully understand the implications of your decision, we urge you not to answer the waiver question until you have consulted with your counselor, another school official, or your parent/legal guardian.

I have fully read and understood the FERPA Release Authorization explanation above.

[Cancel](#)

[Continue](#)

Release Authorization

1  Instructions > 2 Form

- I authorize every school that I have attended to release all requested records 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

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 or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite my first recommender.** .

Signature

Date

09/05/2013



[Back](#)

Save

Step 2: Naviance Family Connection

- Click on the “College” tab
- Click on “Colleges I Am Applying To”
- Enter your Common App email address under the “Common App Account Matching” section



search for colleges:

Go

MORE SEARCH OPTIONS >>

colleges I'm applying to

my colleges

- > colleges I'm thinking about
- > colleges I'm applying to
- > college visits

college research

- > SuperMatch™ college search
- > college match
- > college compare
- > college lookup
- > college search
- > college resources
- > college maps
- > scattergrams
- > acceptance history

scholarships & money

- > scholarship match
- > scholarship list
- > scholarship

Common App Account Matching - Incomplete

In order to match your Family Connection and Common App accounts, you need to do the following:

- Step 1 - Create a Common App account on [Common App Online](#)
- Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](#)

Common App Email Address:

Date of Birth:

Email used for Common App account	mm/dd/yyyy	Match
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⚠ Once you match accounts, your FERPA status can no longer be changed and you cannot unmatch your account.

Tips to successfully match accounts:

- Make sure you use the **email address** that you chose for your Common App account.
- Make sure the **last name** on your Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Family Connection profile matches the date of birth on your Common App account.

[Not Needed](#)

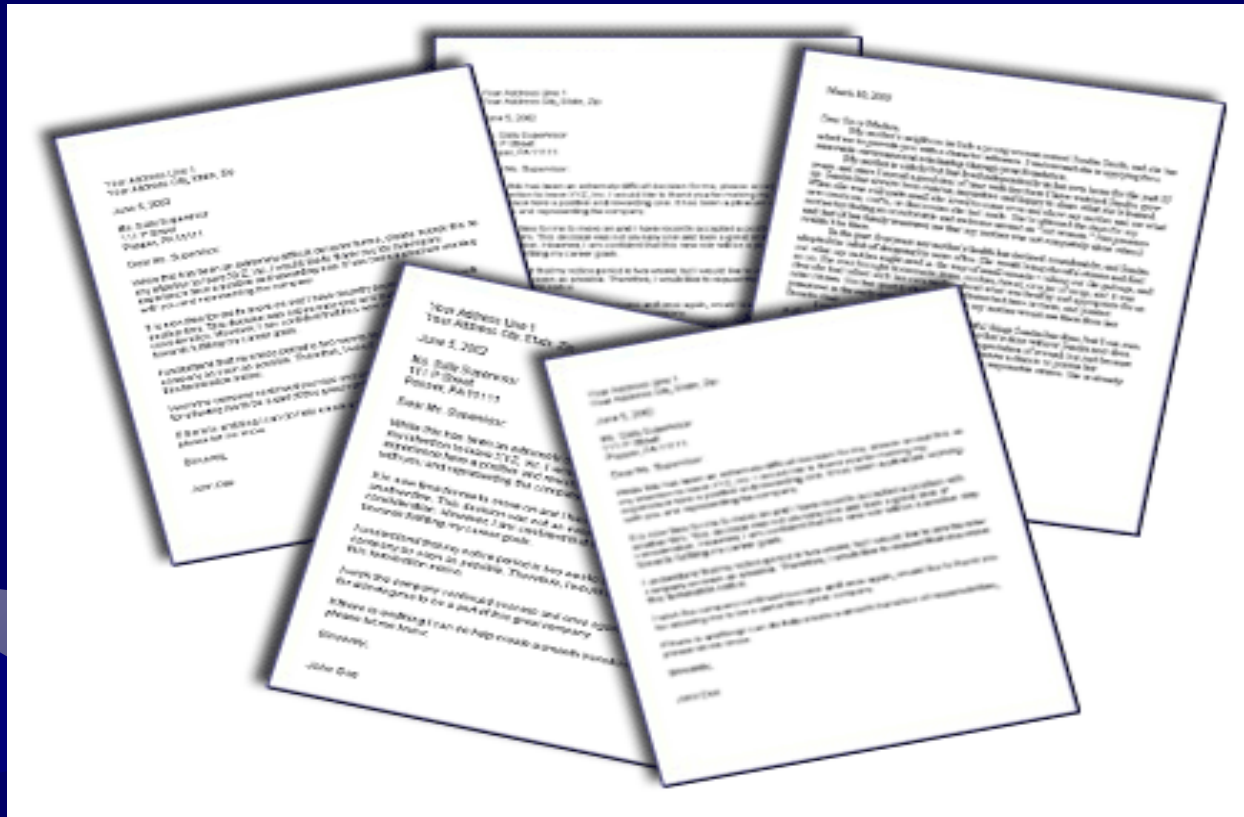
[+ add to this list](#) | [view detailed status](#) | [compare me](#)

											Actions		
College	Type	How are you applying?	Submissions	Expected Difficulty*	Deadline†	Office Status	My App.	Results	Edit	Manage Communication	Graph	WWW	
+ add colleges to this list													

Step 3: Indicate Colleges You Are Applying To

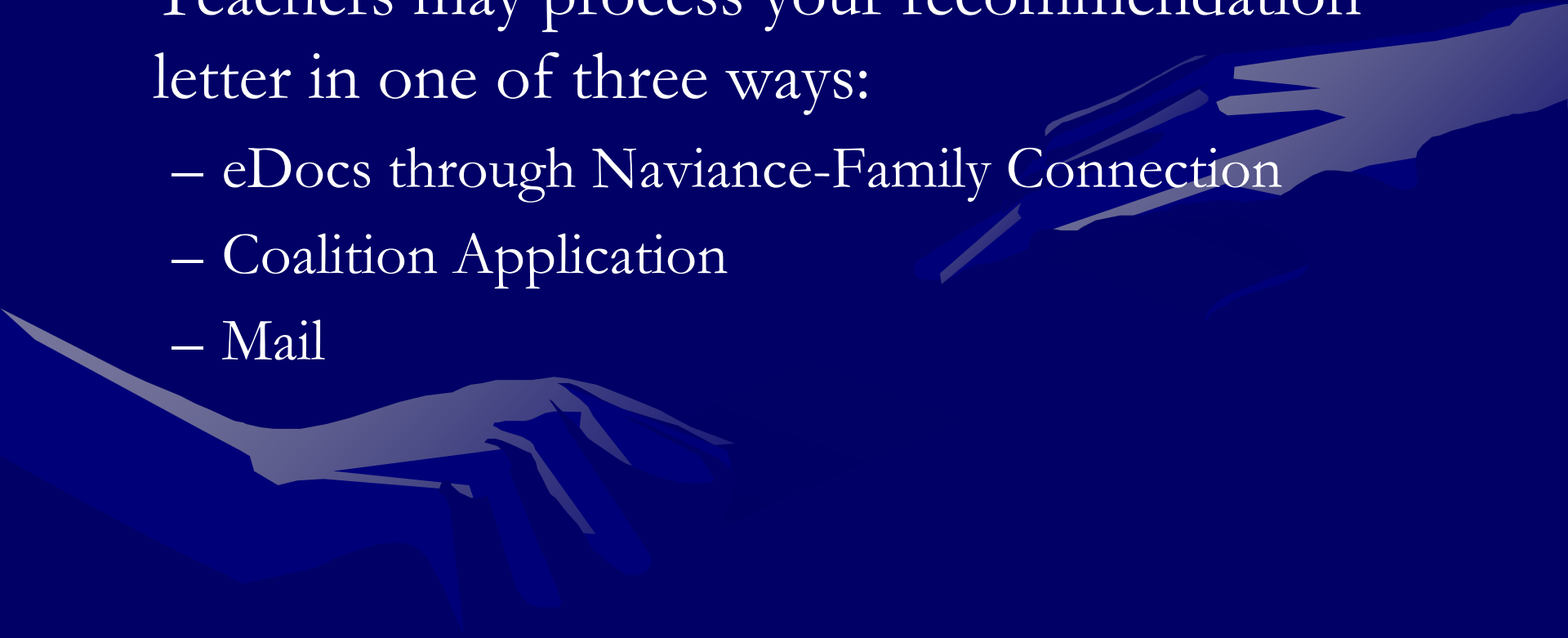
- The schools from your Common App will appear on your Family Connection screen
- In column “Applying via Common App?” indicate “yes”
- If you have applied to non-common app colleges, add these colleges to your list

Letters of Recommendation



Letters of Recommendation

- Teachers may process your recommendation letter in one of three ways:
 - eDocs through Naviance-Family Connection
 - Coalition Application
 - Mail



Requesting an Electronic Letter of Recommendation

- Be sure to speak with your teachers in person before starting the online recommendation request process
- Log onto Naviance under the student's account
- Click on “Colleges”
- Click on “Letters of Recommendation”
 - Click on “Add Request” on the right hand side and then “Add New Requests”
- Search for your teacher’s name on drop down menu and click on it
- **SELECT WHICH COLLEGE THIS REQUEST IS FOR**
- In the “Personal Note to Teacher” section, write a polite note asking your teacher to write a letter of recommendation
- Please **do not** request your teacher recommendations through Common App –use Naviance

Here you can ask a teacher to write you a letter of recommendation for schools in your *Colleges I'm applying to* list. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Save

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

daisy owens ▼

2. Select which colleges this request is for:*

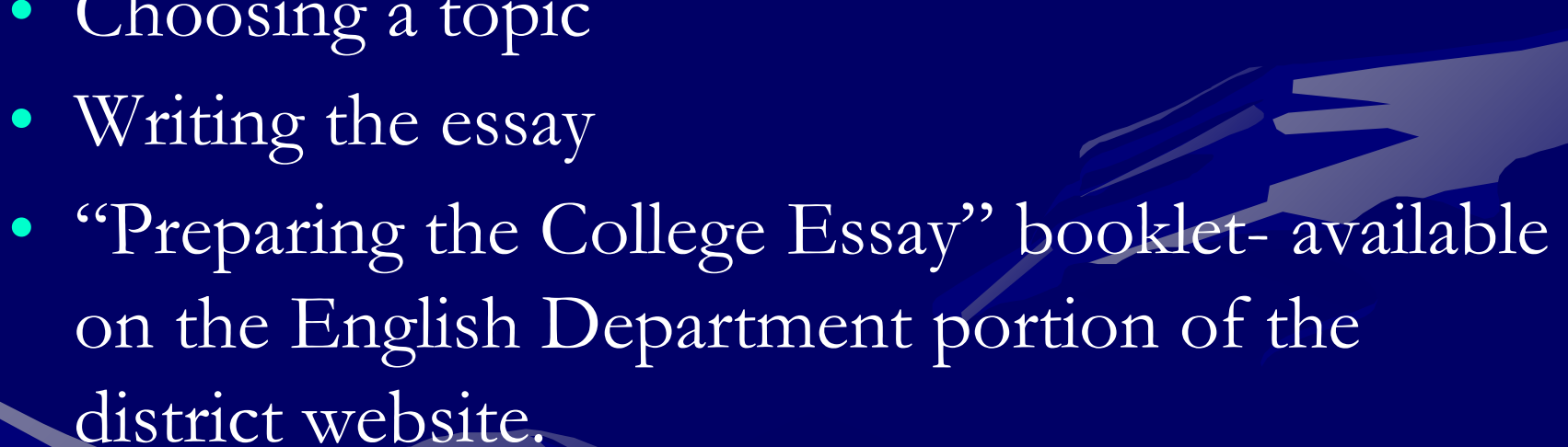
<input type="checkbox"/> All	Colleges ^	Due ^
<input type="checkbox"/>	Binghamton University -- required / 1 allowed / 1 requested <i>You've already requested the maximum allowed. Cancelling an existing request will enable you to make a new one.</i>	Jan 15 2017
<input type="checkbox"/>	Hofstra University 2 required / 10 allowed / 1 requested	
<input type="checkbox"/>	Indiana University at Bloomington -- required / 1 allowed / 0 requested	Feb 01 2017
<input checked="" type="checkbox"/>	University of Maryland, College Park -- required / -- allowed / 0 requested	Jan 20 2017

3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:



- All letters are confidential
- Teacher recommendations are your responsibility
- Be mindful of deadlines; request letters at least 15 school days prior to the colleges deadline!
- Thank you notes
- Guidance counselor recommendation
- Requests for counselor recommendations for outside scholarships will be sent directly from POB JFKHS.

ESSAY/PERSONAL STATEMENT

- Purpose of the essay
 - Choosing a topic
 - Writing the essay
 - “Preparing the College Essay” booklet- available on the English Department portion of the district website.
- 
- A stylized graphic of two hands shaking, rendered in shades of blue and white, positioned in the lower right quadrant of the slide. The hands are depicted in a simple, illustrative style, with the fingers slightly curled as if in a firm grip. The background is a solid dark blue.

ESSAY WRITING

THE DO'S

- **DO** think “small” and write about something that you know about.
- **DO** reveal yourself in your writing.
- **DO** show rather than tell; by giving examples and illustrating your topic, you help bring it to life.
- **DO** write in your own voice and style.

COLLEGE ESSAY:

DON'Ts



"I read your college application essay. First of all the word 'COLLEGE' has two 'L's."



- **DON'T** tell them what you think they want to hear
- **DON'T** write a resume
- **DON'T** Exaggerate
- **DON'T** use 50 words when 5 will do
- **DON'T** try to impress your reader with your vocabulary. Good writers use the best words, not the biggest words.
- **DON'T** use slang-you are writing an essay not an e-mail or text message. **No LOLs, BTW...**
- **DON'T** forget to proofread and **DON'T** rely on your computer's spell check. It can miss spelling errors like:
*"After I graduate **form** high school, I plan **too** work for a nonprofit organization during the summer."* Oops!

RESUME/ACTIVITY SHEET

Name:

Date of Birth:

ACTIVITIES RESUME

Activity	Grade Level	Role/Position	Description
School Activities			
Community Service			
Athletics			
Awards and Honors			
Work Experience			

SENIOR YEAR GRADES

- Strong senior program
- The importance of maintaining senior year grades
- Sending first quarter grades
- Sending mid-year transcript
- Possible decision reversal
- Withdrawing from classes and level changes

COLLEGE VISITATION FORM

PLAINVIEW-OLD BETHPAGE JOHN F. KENNEDY HIGH SCHOOL COLLEGE VISITATION FORM

INSTRUCTIONS: This form must be completed in full and submitted to the guidance office after you have visited your selected college (s). It is the student's responsibility to have the form signed by their counselor after the visitation and to submit the completed form to the attendance office. Please be reminded that you are responsible to make up **ALL** missed work for each of your classes including Physical Education. This form **MUST BE VALIDATED BY THE COLLEGE YOU VISIT.**
TO BE COMPLETED BY STUDENT:

Student Name _____ Grade _____ Date _____

Student Address _____

Phone Number _____ Parent Work Number _____

COLLEGE(S) VISITED	DATE(S) OF VISIT(S)	NAME OF COLLEGE OFFICIAL & TITLE	SIGNATURE	PHONE NO.

Student Signature _____ Parent Signature _____

Counselor Signature _____ Date _____

“Special Talents”

- Musicians and Auditions
- Artists and Portfolios
- Athletes and NCAA

NCAA Eligibility

Division I – 16 Core Courses

- 4 years of English
 - 3 years of Math (Algebra I or higher)
 - 2 years of natural/physical science (1 year of lab if offered by high school)
 - 1 year of additional English, Math natural/physical science
 - 2 years of social science
 - 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)
-
- 10 out of 16 core courses must be completed before your senior year.
 - 7 of the 10 must be in English, Math or natural/physical Science.

Division II – 16 Core Courses

- 3 years of English
- 2 years of Math (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school)
- 3 years of additional English, Math or natural/physical science
- 2 years of social science
- 4 years of additional courses (from any area above, foreign language or comparative religion/philosophy)

NCAA Eligibility

Minimum Eligibility Requirements on sliding scale

Division I

- GPA 2.3 on a 4.0 scale **and**
- SAT Verbal & Math only 900 **or**
- ACT Sum Score 75

Division II

- GPA 2.0 on a 4.0 scale **and**
- SAT Verbal & Math only 820 **or**
- ACT Sum Score 68

Division III

- Division III college bound student-athletes are not certified by the NCAA Eligibility Center because D-III colleges and universities each set their own standards.

To report your SAT or ACT score to NCAA use code #9999 for all institutions.

Log onto NCAA.org or go to www.eligibilitycenter.org to register.

Call customer service = 877-262-1492 or 317-917-6222

I've Submitted My Application, Now What...

“The Green Sheet”

- Only after you have paid for, and submitted your applications, should you return the completed Records Release Form (aka, The Green Sheet) to Guidance.
- You must allow 15 school days for your application to be processed once it has been submitted to Guidance.
- The Green Sheet can be used for every 10 colleges you apply to.
- All of the schools listed on The Green Sheet should match the schools in your “Colleges I’m Applying To” Naviance list.

The Green Sheet

**Plainview Old Bethpage John F. Kennedy High School
Guidance and Counseling Center
RECORDS RELEASE FORM**

(This form is to be used for every 10 Colleges you apply to)

You must allow 15 school days for your application to be processed once it has been submitted to the Guidance office.

Student Name: _____ Date of Birth: _____

*****You must submit your college application before you submit this form to the Guidance Office***
College(s) I am applying to**

Please indicate college name, type of application (early decision, early action, regular decision), and application deadline

College/University Name <i>ie: University of Tulsa</i>	App. Type <i>ie:EA</i>	App. Deadline <i>ie:11/15</i>	College/University Name	App. Type	App. Deadline
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

Please make sure you write the exact name of the school i.e. University at Buffalo or Buffalo State College

Teachers I requested letters of recommendation from:

1. _____ 2. _____

FERPA Agreement (Family Educational Rights and Privacy Act): Must be signed before release of records

I authorize every school that I have attended to release all requested records 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.

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.

Student Signature/Date

Parent Signature/Date

For students with an IEP or 504 Accommodation Plan Only:

I give permission to my son/daughter's counselor to release information regarding an IEP or 504 plan

Parent /Guardian Signature/ Date: _____

I understand that it is my responsibility to request an official copy of my SAT or ACT scores to be sent directly to the college/university.

Student Signature/ Date

Parent/Guardian Signature/ Date

We wish you the best of luck
and remember:

We are here for you!

Good Night!