

Fox Lane High School

Senior Group Guidance Packet

Fall 2023

Group Guidance Topics:

#	DATE	TOPIC
#1	9/15	OVERVIEW, TRANSCRIPT REVIEW, & FERPA / COMMON APP MATCHING
#2	9/22	TESTING OVERVIEW & COMMON APP
#3	10/2	TRANSCRIPT REQUESTS & TEACHER RECOMMENDATION REQUESTS
#4	10/10	ACTIVITY SHEET / RESUME
#5	10/17	FINANCIAL AID & SCHOLARSHIPS
#6	10/24	SMALL GROUP SENIOR CHECKLIST COMPLETION
#7	11/1	SMALL GROUP SENIOR CHECKLIST COMPLETION
#8	11/9	COLLEGE VS. HIGH SCHOOL & WRAP UP

FLHS SENIOR CHECKLIST

- ☐ Update **College list in Naviance**
 - ✓ Make sure you have a range of targets, reaches, & safeties (remember safeties = "scholarship schools")
 - ✓ If applying for Financial Aid, make sure you have at least 1 (non-reach) SUNY
- ☐ **Complete Common Application** at www.commonapp.org
 - ✓ Create account
 - ✓ Add colleges on "College Search" tab
 - ✓ Complete general app "Common App" tab
 - ✓ Answer college specific questions "My Colleges" tab
 - ✓ Complete supplements (if required) on "My Colleges" tab after all college specific questions have been answered
- ☐ **FERPA Waiver**
 - ✓ Complete on Naviance following *Application Procedures* handout **and**
 - ✓ Complete the paper FERPA Waiver (included in this packet)
- ☐ Request **Transcripts** on Naviance
 - ✓ Refer to *FLHS College Application Procedures* handout
 - ✓ At least 3 weeks prior to deadline
- ☐ **Institutional Apps/Coalition Apps** (if you have any non-Common App Schools)
 - ✓ On individual schools' or Coalition's websites
- ☐ **Letters of Recommendations**
 - ✓ Refer to *How Do You Request Recommendations* handout
 - ✓ Check with schools and/or Common App to confirm quantity required
 - ✓ Confirm with (1-2) teachers
 - ✓ Request recs electronically through Naviance at least 3 weeks prior to your first deadline
- ☐ Complete the **Questionnaire** for Counselor (required for letter of recommendation) at least 3 weeks prior to first deadline
- ☐ Finalize your Activity Sheet/Resume
 - ✓ Send or share copy with your counselor

☐ Finalize Essay

- ✓ Use Common App prompts
 - ✓ Edits via English teacher, Writing Center, and/or Guidance
 - ✓ Check applications for supplemental essays/short answers
- ☐ **ACTs/SATs**
- ✓ Fall test dates (if needed)
 - ✓ Send scores **Officially** from ACT or College Board - **OR** -
 - ✓ School **Allows Self Reported Test Scores** - **OR** -
 - ✓ You are applying **Test Optional**

General Reminders:

- ☐ **Interview** if Recommended/Required
- ☐ Complete **Self-reported grades** (if required)
 - ✓ Often will come as a separate email after you apply - so plan accordingly!
- ☐ Invite parent through Common App if applying **Early Decision** to a college
- ☐ Have parent attend **Virtual Financial Aid Workshop** or complete **Net Price Calculator** (if applying for need-based aid)
- ☐ **Demonstrate Interest!!!**
 - ✓ **Open and Read Emails** from colleges
 - ✓ Attend **Virtual Events**
 - ✓ **Visit, Visit, Visit!**
 - Register for Campus Tours and Info Sessions
 - If you cannot visit, conduct virtual tours & info sessions
- ✓ **Email Schools** of high interest
 - Email admissions rep with thoughtful questions (create an authentic relationship with these people who will become your advocates throughout this process)
- ✓ **College Rep visits at FLHS**
 - You will get an email reminders via Naviance if in your *Colleges I am Thinking About* list in Naviance
 - Virtual or In-person - all will take place in Guidance

TEACHER RECOMMENDATIONS		
Teacher 1:	<input type="checkbox"/> "General" Naviance Request	<input type="checkbox"/> "Specific" Naviance Request (would need to be done for each individual college)
Teacher 2:	<input type="checkbox"/> "General" Naviance Request	<input type="checkbox"/> "Specific" Naviance Request (would need to be done for each individual college)

Teacher 1:	<input type="checkbox"/> "General" Naviance Request	<input type="checkbox"/> "Specific" Naviance Request (would need to be done for each individual college)
Teacher 2:	<input type="checkbox"/> "General" Naviance Request	<input type="checkbox"/> "Specific" Naviance Request (would need to be done for each individual college)

[illegible]

FLHS Senior Timeline – Class of 2024

- Students are encouraged to **visit colleges** (virtual or in person) as they finalize their college list
- **Back to School Night** (September) and **Parent/Teacher Conferences** (October) for Parents
- **Final SAT or ACT** if needed (please see page 2 for test dates and deadlines)
- **12th Grade Parent Night** (September) – The college application process will be reviewed
- **FLHS College N' Coffee** informal virtual event for parents (date TBD)
- **Senior Group Guidance** (September) – Group Guidance sessions are extremely important to assist students in the college application process; all 12th graders will meet with their counselor weekly in small groups throughout the 1st quarter on E/5 days
- **FLHS College Visits** – College Reps will visit FLHS throughout the fall - Please consult [Naviance](#) for the most up to date list
- Parents should begin the **FAFSA** (December *NEW DATE*) and **CSS Profile** (October) for **Financial Aid**; We highly recommend that families interested in applying for financial aid join one of the many events offered by NY Higher Education Services Corporation (HESC) to assist with the college financial aid process. <https://startheregetthere.ny.gov/events>
- **Fall is application season!** Most 4-year college-bound seniors will submit at least one (or more) application between October and November 15th. Students' deadline to **request transcripts and recommendations** through Naviance is 3 weeks prior to earliest deadline (early-mid October for most seniors). All procedures will be reviewed in Group Guidance.
- Submit FLHS Guidance **Student Questionnaire** (students) & **Brag Sheet** (parents) if not done last spring

Fall

Winter

- **Local Scholarship** packet will be available online on the Guidance website in late December. Please follow directions carefully and adhere to deadlines (no extensions are granted)!
- **February Break** – Take a few days and visit colleges you haven't yet been able to visit
- **End of Quarter 2/First Semester** – End of Semester 1 classes; check portal for second semester schedule; Mid-year grades will be automatically sent to all active applications through Naviance
- Any **remaining transcript requests** should be submitted at least 1 week prior to Winter Break
- Students who are accepted to a school through an **Early Decision** program need to withdraw any other previously submitted applications prior to winter break
- Attend a local **Gap Year Fair** if interested in learning more about a gap year <https://www.gooverseas.com/gap-year/usa-fairs>

Spring

- **Spring Break** – Take a few days and visit colleges you've been accepted to
- **Complete Senior Graduation Survey** – This is how seniors will report all college responses to Guidance
- **National College Enrollment Day** (May 1) – **Deposit** at one college and inform your counselor of your final decision; decorate your sign and wear gear to get excited for the next step!
- **AP Exams** (May 6-17 if applicable) – Designate on College Board's "My AP" where you are going to college to send AP Scores to that institution
- **Awards Ceremony** (by invitation)
- Seniors leave for **ASPIRE Internship** throughout May (for those who applied)
- Complete "To Do" list on your college's portal (orientation, housing, placement exams, etc.)

June

- **Scholarship Night*** (by invitation)
- **GRADUATION... CONGRATULATIONS!**
- Follow steps on "Senior Final Checklist" sent through the FLHS Guidance Department
- **Final Transcripts** will automatically be sent to the college that each senior has designated on Naviance
- Print your **final transcript** before you lose access to Synergy

Best of luck next year!

2023-2024 Important Dates to Keep in Mind*

(*please refer to the BCSD calendar online for most accurate and up to date information)

September 12	Back to School Night for Parents (<i>encouraged</i>)
September 15	Tentative Start Date for 12th Grade Group Guidance (<i>required for 12th graders</i>)
September 15	Add Deadline for full year and first semester courses
September 28	12th Grade Parent Night (<i>encouraged</i>)
October 10	Drop Deadline for full year and first semester <u>elective</u> courses (<i>if applicable</i>)
October 26-27	Parent/Teacher Conferences for Parents (<i>encouraged for parents of struggling students</i>)
November 13	Course Level Change Deadline (<i>if applicable</i>)
January 22	Start of Second Semester classes; mid-year report cards will be automatically sent to colleges
February 1	Add Deadline for second semester courses
February 9	Drop Deadline for second semester elective courses (<i>if applicable</i>)
May 1	National College Enrollment Day/Decision Day - Deposit at one college and inform your counselor of your final decision; decorate your sign and wear gear to get excited for the next step - no matter what you have planned!... Congratulations!
May	Seniors leave for ASPIRE Internship throughout May (<i>for those who participate</i>)
May 7-17	AP Exams (<i>if applicable</i>) - designate on College Board's "My AP" where you are going to college to send AP Scores to that institution
May 21	Awards Ceremony (<i>by invitation only</i>)
May 30	Scholarship Night (<i>by invitation only</i>)
June 10	Last Day of Classes for seniors not participating in ASPIRE
June 11, 12, 13	Local Final Exams - Students attend review sessions and/or local final exams on all days
June 14-25	Regents Exams - Students only attend school on days they are scheduled for Regents exams
June 20	Graduation.... yay!
June 28	Report Cards posted to portal - HAVE A GREAT SUMMER!

SAT Test Date	Registration Deadline	Late Registration Deadline
August 26, 2023 (<i>paper</i>)	July 28	August 15
October 7, 2023 (<i>paper</i>)	September 8	September 26
November 4, 2023 (<i>paper</i>)	October 6	October 24
December 2, 2023 (<i>paper</i>)	November 3	November 21
March 9, 2024 (<i>digital</i>)	February 23	TBD
May 4, 2024 (<i>digital</i>)	April 19	TBD
June 1, 2024 (<i>digital</i>)	May 17	TBD
August 24, 2024 (<i>anticipated</i>)	TBD	TBD

2023-2024

SAT

Test Dates

2023-2024

ACT

Test Dates

* Please consult College Board and ACT website for most up to date information

ACT Test Date	Registration Deadline	Late Registration Deadline
July 15, 2023 (<i>not offered in NY</i>)	June 16	June 23
September 9, 2023	August 4	August 18
October 28, 2023	September 22	October 6
December 9, 2023	November 3	November 17
February 10, 2024	January 5	January 19
April 13, 2024	March 8	March 22
June 8, 2024	May 3	May 17
July 13, 2024 (<i>not offered in NY</i>)	June 7	June 21



Fox Lane High School

September 7, 2023

Scheduled College Visits

College	Representative	Location	Date
University of Rochester	Erica Padilla	-	9/18/23 8:30 AM
Albright College	Alexis Willis	-	9/18/23 9:30 AM
Worcester Polytechnic Institute	Caroline Nicholson	-	9/18/23 10:00 AM
Rensselaer Polytechnic Institute	Clare Nee	-	9/18/23 11:00 AM
Marist College	Alexis Pellegrini	-	9/19/23 8:30 AM
Eckerd College	Alexandra Porzillo	-	9/19/23 9:30 AM
Alfred University	Benny Bermudez-Garcia	-	9/19/23 11:30 AM
Stonehill College	Katherine Garside	-	9/19/23 12:00 PM
SUNY College at Potsdam	MICHAEL LAHENDRO	-	9/19/23 12:30 PM
Elon University	Virginia Oberle	-	9/20/23 8:30 AM
Colorado College	Saul Maravilla	-	9/20/23 9:00 AM
University of Scranton	Deniya Thompson	-	9/20/23 12:00 PM
Union College (NY)	Saahil Cuccria	-	9/20/23 12:30 PM
Miami University, Oxford	Tyler Margolis	-	9/21/23 8:30 AM
Nova Southeastern University	Brooke Stevens	-	9/21/23 9:00 AM
Vassar College	Justin Ao	-	9/21/23 9:30 AM
Salve Regina University	Caitlin Kelly	-	9/21/23 10:00 AM
Fairfield University	Marc Stacey	-	9/21/23 10:30 AM
SUNY College of Technology at Delhi	Marijana Ljutic	-	9/21/23 11:00 AM
Villanova University	Abigail Dixon	-	9/21/23 12:00 PM
Denison University	Alexandra Singer	-	9/26/23 10:00 AM
SUNY College of Technology at Canton	Sheralynn Norquist	-	9/26/23 10:30 AM
Sacred Heart University	Rachel Proffitt	-	9/26/23 11:30 AM
Hobart William Smith Colleges	Sue Willard	-	9/26/23 12:00 PM
Boston University	Abby Timmins	-	9/27/23 9:30 AM
Brandeis University	Casey Bachman	-	9/27/23 10:30 AM
Dartmouth College	Laura Tapper	-	9/27/23 11:30 AM
SUNY at Purchase College	Beatriz Martin-Ruiz	-	9/27/23 12:00 PM
Tufts University	Thomas Screnci	-	9/27/23 12:30 PM
St Bonaventure University	Deandre Allen	-	9/28/23 8:30 AM
Saint Michael's College	Logan Lanfear	-	9/28/23 9:00 AM
Louisiana State University	Julian Radney	-	9/28/23 9:30 AM
SUNY College at Oswego	Margarita Katsaitis	-	9/28/23 10:00 AM
Landmark College	Ferne Bork	-	9/28/23 12:00 PM
Pennsylvania State University-Penn State Main Campus	Laurie Wax	-	9/28/23 12:30 PM
SUNY Oneonta	Macey Graves	-	9/29/23 8:30 AM
University of Delaware	Haley Carr	-	10/3/23 8:30 AM
St. Lawrence University	Connor McSweeney	-	10/3/23 9:00 AM
University of Richmond	Parker Armstrong	-	10/3/23 10:00 AM
Carnegie Mellon University	Justin Mohnhey	-	10/3/23 10:30 AM
University of Chicago	Sherry Vernon	-	10/3/23 11:00 AM
Cedar Crest College	Hannah Rothenhausler	-	10/3/23 11:30 AM
Gettysburg College	Gail Sweezey	-	10/3/23 12:30 PM
Brown University	Molly Siegel	-	10/4/23 9:30 AM
Oberlin College	Leslie Braat	-	10/4/23 11:00 AM
Skidmore College	Lisa Rinaolo-Johnson	-	10/4/23 12:00 PM
Rochester Institute of Technology	Autumn Pollock	-	10/4/23 12:30 PM
Bard College	Joshua Tyler	-	10/5/23 8:30 AM
Roger Williams University	Joe Varao	-	10/5/23 9:00 AM
Dean College	Arielle DelFino	-	10/5/23 9:30 AM
College of the Holy Cross	Lynn Verrecchia	-	10/5/23 11:30 AM
University of Vermont	Brian Gomez	-	10/5/23 12:30 PM
Fordham University	Jeanne Renner	-	10/6/23 9:30 AM
Manhattanville College	Morgan Antonazzo	-	10/6/23 10:00 AM
Lehigh University	Andrew Kaplan	-	10/6/23 11:00 AM

Indiana University-Bloomington	Brandi Samaroo	-	10/6/23 12:30 PM
Pace University, New York City Campus	Jason Cohen	-	10/12/23 8:30 AM
American University	Kevin Mondragon	-	10/12/23 9:30 AM
The University of Alabama	Judy Salmanson	-	10/12/23 10:00 AM
Colgate University	Olivia Miller	-	10/12/23 10:30 AM
Ithaca College	Cara Cirino	-	10/12/23 11:00 AM
University of Southern Maine	Brad Ravenelle	-	10/12/23 11:30 AM
Quinnipiac University	Elizabeth Allen	-	10/12/23 12:00 PM
Western Connecticut State University	Annmarie Savarese	-	10/12/23 12:30 PM
Franklin and Marshall College	Christine Cahill	-	10/13/23 8:30 AM
Texas Christian University	Caitlin Provost	-	10/13/23 10:30 AM
Emmanuel College	Jake Henriques	-	10/13/23 12:00 PM
Bucknell University	Ben Kavanaugh	-	10/13/23 12:30 PM
University of Connecticut	jeremy krauss	-	10/16/23 8:30 AM
Merrimack College	Alyssa Badgio	-	10/16/23 9:00 AM
Manhattan College	Anissa Latif	-	10/16/23 12:30 PM
University at Albany, SUNY	Garrett Manning	-	10/18/23 8:30 AM
The George Washington University	Lindsey Owens	-	10/18/23 9:00 AM
Iona University	Danielle Zalamea	-	10/18/23 9:30 AM
Boston College	Steven Koo	-	10/18/23 12:30 PM
University of Miami	Amanda Anderson	-	10/19/23 8:30 AM
SUNY at Fredonia	Shane Gallivan	-	10/19/23 9:00 AM
Lafayette College	Stephanie Gursky	-	10/19/23 10:00 AM
Muhlenberg College	Eric Danielson	-	10/19/23 12:00 PM
Vanderbilt University	Anne Oppenheimer	-	10/19/23 12:30 PM
University of Maryland-College Park	Raquel Sobczak	-	10/20/23 9:00 AM
University of Massachusetts-Amherst	Dylan Davies	-	10/20/23 11:30 AM
Wake Forest University	Matthew Avara	-	10/23/23 8:30 AM
University of New Hampshire-Main Campus	Mahmoud Sowe	-	10/23/23 9:30 AM
Emerson College	Adriana Guida	-	10/23/23 10:00 AM
SUNY College at Geneseo	Colette Cook	-	10/23/23 10:30 AM
Bentley University	Cait Arnold	-	10/23/23 11:00 AM
Syracuse University	Robin Summers	-	10/23/23 12:00 PM
Roanoke College	Tim Parker	-	10/23/23 12:30 PM
Binghamton University	Joe Tiesi	-	10/25/23 8:30 AM
Dickinson College	Anne Brewer	-	10/25/23 9:00 AM
Providence College	Matt Maurano	-	10/25/23 9:30 AM
Curry College	Anthony Bruce	-	10/25/23 10:00 AM
University of Florida	Gabriel Socarras	-	10/25/23 10:30 AM
Washington & Jefferson College	Kodee Cardillo	-	10/25/23 11:00 AM
Suffolk University	Brian Denzak	-	10/25/23 11:30 AM
Endicott College	Thomas Hanley	-	10/25/23 12:00 PM
Kenyon College	Mackie Avis	-	10/25/23 12:30 PM
Temple University	Regan Larkin	-	10/30/23 9:00 AM
Loyola University Maryland	Maureen Dormer	-	10/30/23 9:30 AM
Hofstra University	Andrea Nadler	-	10/31/23 8:30 AM
Mercy University	Christine Feighan	-	10/31/23 11:30 AM

FLHS College Application Procedures

Step 1 (Linking your Common App with Naviance):

- Create account or log into Common Application at www.commonapp.org
- Click on the **"My Colleges"** tab and then select **"Recommenders & FERPA;"** follow steps to complete the Release Authorization; WE STRONGLY RECOMMEND YOU WAIVE YOUR RIGHT
- Complete the **FERPA Waiver** in Naviance and on paper (provided by your counselor) by logging into Naviance <https://connection.naviance.com/flhsny>
 - Go to the **"Colleges I'm applying to"**
 - Click **"Match Accounts;"** (pink button) this will bring you to the Common App login page
 - Log into your Common App account as directed; click "I agree;" click "Connect" (you will then be redirected to Naviance and will see that your accounts have been "successfully matched" - button will change from pink to green)

REMINDERS

USE A PERSONAL EMAIL ADDRESS THAT YOU WILL USE FOR ALL COLLEGE COMMUNICATIONS; DO **NOT** USE YOUR BCSD EMAIL ADDRESS FOR ANY COLLEGE RELATED ACCOUNTS

YOU MUST USE YOUR NAME EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT

KEEP YOUR LIST OF SCHOOLS CURRENT IN NAVIANCE! YOU CAN DO THIS BY CLICKING ON THE **"COLLEGES I'M THINKING ABOUT"** IN NAVIANCE

YOU MUST ADD AT LEAST ONE COLLEGE (EVEN IF YOU ARE NOT APPLYING TO A COMMON APP COLLEGE)

At least 3 weeks prior to your first application deadline:

1. Submit your activity sheet/ resume to your counselor
2. Submit Student Questionnaire to your counselor
3. Parent/Guardian should complete the Parent Brag Sheet

Now you're ready to request transcripts

Step 2:

- Confirm each school is listed on your **"Colleges I'm thinking about"** list & know the type of deadline you are applying through for each school (*Early Action, Early Decision, Regular Decision, Rolling, Priority, etc.*)
- Click on the **box** on the left-hand side next to each college you are ready to request a transcript for, then on the top bar click on **"Move to Application List"**
- For each school select your **application deadline**, **how you will submit** your application & whether or not you will submit test scores; click on the **BLUE** box **"Add AND Request Transcripts"** (do **NOT** select the "Add Applications" option)
- Under **"What type of transcript are you requesting"** please check **"Initial,"** and click on the blue box **"Request and Finish"**
- Click on **"Colleges I'm applying to"** check to confirm that:
 - Under the transcript column it should say **"requested"** for each school
 - Each school should have the appropriate application type (ED, EA, etc.)

You must complete this process each time you add a college to your list

Follow-up Tasks:

- Request your letters of recommendation; see handout titled, **"How do you Request Recommendations?"**
- Send official test scores from College Board and/or ACT (if applicable)
- Check a college's portal regularly to check the status of your applications
- Notify your counselor of changes/college responses

TESTING: TO SUBMIT OR NOT TO SUBMIT (& HOW)? [THAT IS THE QUESTION....]

Yes, Required!

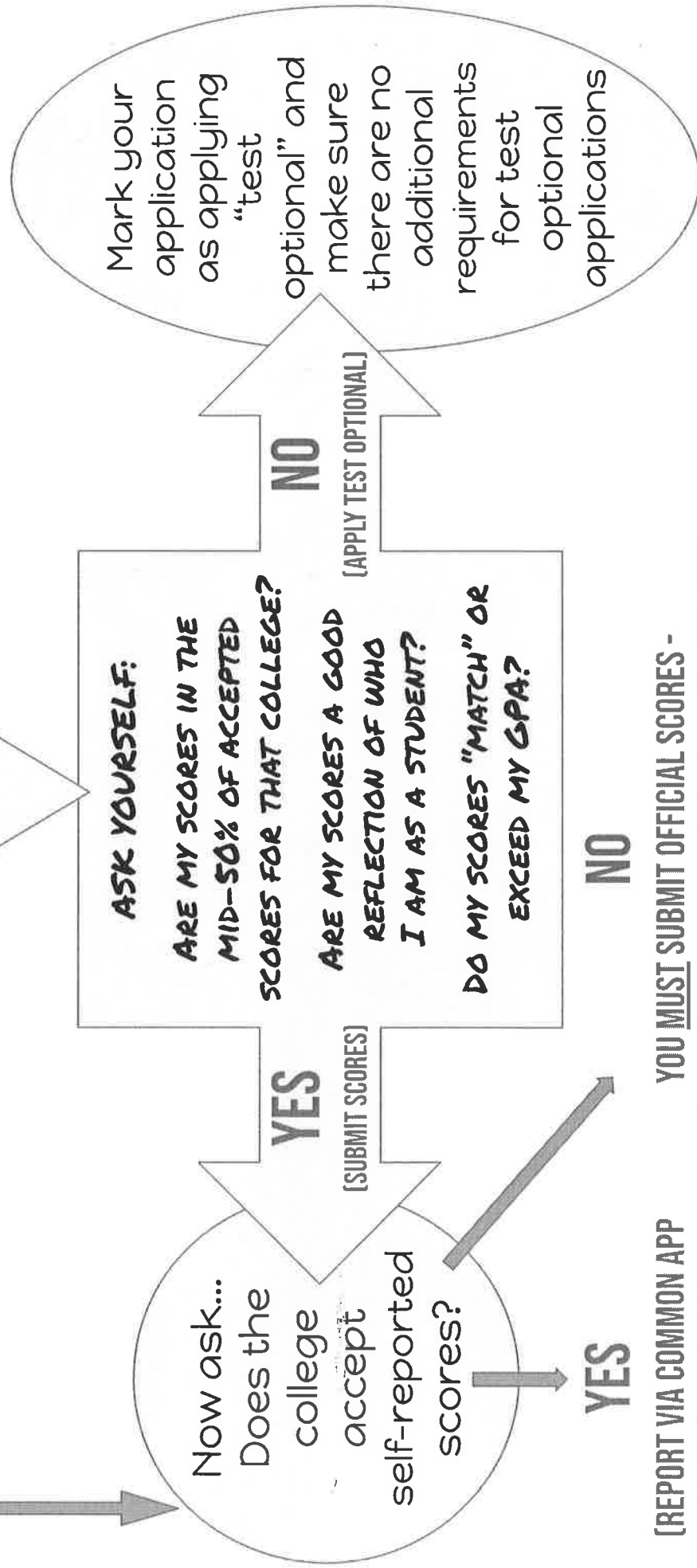
Step 1: Decide which test to take: SAT or ACT

Step 2: Is testing required?

Or does the school offer test optional?

Step 3: If optional, decide if you will apply with or without your scores

Know
the
difference?



[REPORT VIA COMMON APP OR COLLEGE PORTAL] YOU MUST SUBMIT OFFICIAL SCORES - EITHER THROUGH COLLEGE BOARD OR ACT'S WEBSITE

Remember: If you self-report, you must officially send your scores if you decide to attend that school!

Fox Lane High School

Common Application Cheat Sheet

Below are some helpful tips for completing your Common Application. Please note, not all application questions are reviewed here, but we have listed the areas that students typically need the most help with.

The "Common App" tab can be completed at any time. However your college essay and any information in the "My Colleges" tab should not be completed prior to August 1st. After August 1st you may complete all portions of the Common Application.

★ Profile Section of Common Application:

Social Security number is not required and therefore you will not be notified if you left it blank, but you must include your SS number if you are applying for need-based financial aid.

★ Education Section of Common Application:

Current High School Section:

CEEB/School Code: 333245
Date of Entry: September 2020
Graduation Date: June 2024

Colleges and Universities Section:

This is where you can put any Dual Enrollment classes or courses you have taken independently at a college:

- Dual Enrollment Courses at FLHS:
 - SUPA Forensics (Syracuse University - Project Advance)
 - Engineering (IED, POE and CIM only) (Rochester Institute of Technology)
 - Advanced Geology (SUNY Oneonta)
 - Science Research (SUNY Albany)
 - Calculus or College Algebra (WCC)
- Any college class taken independently

Grades Section:

Graduating Class Size: 275
Class Rank Reporting: None
GPA Scale Reporting: 100
Cumulative GPA: Be sure to use **3 year weighted GPA** from Naviance (will be updated after 7/1)
GPA Weighting: Weighted

Current Courses Section:

- Please wait until your schedule is finalized in the fall before you complete this section.
- Be sure to include ALL classes exactly as they are listed on your senior transcript.
- Course Scheduling System: Semester

Honors Section:

In this section you can include things like: Honor Roll, High Honor Roll, National Honor Society, National Art Honor Society, Tri M Music Society, and any other awards or honors you have received since the 9th grade.

Community-Based Organizations Section:

- 0

★ Testing Section:

- Decide if you would like to self-report SAT, ACT, and/or AP Tests.
- International Applicants: leave blank
- If self-reporting AP tests: you may include any past exams AND all future exams you plan to take this year.

Past SAT and ACT Test Dates:

SAT Test Dates from 2022-2023

November 5, 2022
December 3, 2022
March 11, 2023
May 6, 2023
June 3, 2023
August 26, 2023
October 7, 2023
November 4, 2023

ACT Test Dates from 2022-2023

December 10, 2022
February 11, 2023
April 15, 2023
June 10, 2023
July 15, 2023
September 9, 2023
October 28, 2023

★ Activities Section:

First, create your one page Activity Sheet/Resume. Then, transfer over all of the information into this section of the Common App. *You must complete this section even if you plan to submit a resume.*

★ Writing Section:

- Do not complete this section prior to August 1st.
- Do not go over 650 words in the Common App essay section.
- The COVID short answer and additional information section are optional and should only be completed if you have pertinent information that should be included as part of your application.
- Supplemental Essays will be included in the "My Colleges" tab; some will only be visible after all the questions in that section have been completed.

★ Early Decision Applicants:

- If you are applying Early Decision (not Early Action) you must sign an Early Decision contract and provide an email for a parent/guardian, so they can sign the contract as well.
 - Under the "My Colleges" tab please click on the college on the left where you are applying Early Decision. Under application type you must first select that you are applying Early Decision.
 - Then click on "Recommenders and FERPA" on the left hand side. Scroll down until you see the Early Decision section. "Invite" a parent providing a personal email address for them. Then make sure that your parent responds to that email by acknowledging that you are applying Early Decision to that 1 college.

School Counselor Contact Information:

Kristin Brown
(914) 241-6191
kbrown0119@bcsdny.org

Karen Deitch
(914) 241-6190
kdeitch2944@bcsdny.org

Lisa Dunne
(914) 241-6092
ldunne1250@bcsdny.org

Greg Fedorcak
(914) 241-1106
gfedorcak3311@bcsdny.org

Jennifer Hickey
(914) 241-6071
jhickey0597@bcsdny.org

Rori Mackie
(914) 241-6081
rcoschigano0231@bcsdny.org

Steve Marcisz - Coordinator
(914) 241-6053
smarcisz0679@bcsdny.org

Jo-Ann Mullooly
(914) 241-6117
jmullooly4886@bcsdny.org

Stephanie Sun
(914) 241-6180
ssun4570@bcsdny.org

How do you Request Recommendations?

Step 1: Confirm via college websites and/or Common App how many teacher recommendations are required for each school; based on this number, determine if you need 0, 1, or 2 letters

Step 2: You **MUST** confirm with a teacher in person. If they agree to write you a letter, you will follow the below steps at least **THREE** weeks before your first application deadline

Step 3: Make sure you have already requested transcripts in Naviance

**NOW YOU'RE READY TO
REQUEST TEACHER
RECOMMENDATIONS
THROUGH NAVIANCE**

To request a **TEACHER** letter of recommendation in Naviance:

- (1) Click on "Colleges" tab on the top of Naviance homepage.
- (2) Under "Apply to Colleges," click on "Letters of Recommendation"
- (3) Click the teal "Add Request" button (either teal button works).
- (4) Select a teacher from the drop-down list.
- (5) Select "General Request" if planning to submit this teacher's rec to all of your colleges (most students do this).
- **OR** - If you do not plan to send the teacher's rec to all colleges, select "Specific Request" and then review the colleges listed below. Check one or more boxes to indicate where the teacher should be sending the letter of rec. (If you choose this option, you must update teacher requests each time you add additional transcript requests.)
- (6) Add a personal note to the teacher, similar to
- (7) Click the teal "Submit Request" button.
- (8) Repeat for additional teachers (if needed).

Dear Mrs. Smith-

Thank you so much for agreeing to write me a letter of recommendation. Through Naviance you can see the list of schools that I am applying to. My first pending deadline is November 15. Please let me know if you need any additional information.

-John Doe

To request a **SUPPLEMENTAL** (non-teacher) letter of recommendation (only available through Common App):

1. Log on to www.commonapp.org and click on "My Colleges" tab.
2. Select a school from your list.
3. Click on "Recommenders and FERPA."
4. Go to "Other Recommender" and select "Invite Other Recommender."
5. Enter appropriate information for the recommender.
6. Click the blue "Add" button.
7. This must be done for each college individually on Common App.

**Counselor Recs -
No problem! . . .**
By requesting a transcript for a college in Naviance, you have **automatically** requested a letter of rec from your counselor.

FINANCIAL AID 101

What (Need-Based Forms/Applications)	When	Details
CSS/Profile	Available October 1; deadline coincides with student's college application deadlines	Check for participating colleges at https://cssprofile.collegeboard.org/ ; student applies through their College Board account
FAFSA	Available December (*NEW DATE*); deadline coincides with student's college application deadlines	Required for ALL colleges at www.fafsa.gov Some schools require FAFSA for Merit Based Aid
Individual College Financial Aid Forms	Varies; students are responsible for checking college portal/personal emails	Check each school's website to determine if/when required
TAP Application (NY)	Available October 1; complete following FAFSA submission	For students applying to public or private colleges in NY State https://www.tap.hesc.ny.gov/totw/
Income Verification	Complete following FAFSA submission	Complete if prompted by college
iDoc	Complete following CSS/Profile submission	Complete if prompted by college https://idoc.collegeboard.org/idoc/IDOC/IndexIDOC.aspx
DREAM Act (NY)	Available October 1	For undocumented students applying to public or private colleges in NY State https://www.hesc.ny.gov/dream/
Excelsior Scholarship (All NYS colleges)	Typically available around May; deadline August 31	Complete if will be attending a college in NYS & if family meets income guidelines https://www.hesc.ny.gov
NY STEM Incentive Program (SUNY/CUNY)	Typically available around October; deadline August 15	Complete if in top 10% of graduating class, attending SUNY/CUNY, & pursuing a STEM degree https://www.hesc.ny.gov

ADDITIONAL FINANCIAL AID TERMS

HEOP/EOP – HEOP (Higher Education Opportunities Program) or EOP (Education Opportunities Program); the funding for both programs is the same; however, HEOP refers to private colleges in NY State, while EOP refers to public colleges in NY State. To be considered a student must demonstrate both economic and educational disadvantage. If accepted a student will receive academic support services, mentoring and will be given full financial aid. A summer “bridge” program is often included to help transition the HEOP/EOP students to life at college. If a school has a HEOP/EOP program a student who meets the economic and educational requirements may apply to schools that might normally be considered reach schools.

Merit Awards – Scholarship money awarded to students for outstanding academic achievement and/or special talents. This award is NOT based on demonstrated financial need.

Need-Aware – A school is need-aware if they *do* look at a student's financial need when making an admissions decision.

Need-Blind – A school is need-blind with regard to financial aid if they *do not* look at a student's financial need when making an admissions decision.

CSS/PROFILE

WHAT is the CSS/PROFILE? The CSS/PROFILE is an online application that collects information used by **SOME** colleges and scholarship programs to award institutional aid funds. If parents are divorced, some colleges will also require the noncustodial parent to complete the Noncustodial PROFILE.

WHEN do I file the PROFILE? You should file the PROFILE as soon as possible after October 1st. However, you should file no later than two weeks before the EARLIEST priority filing date specified by your colleges.

WHO requires the PROFILE? The most up-to-date list of colleges that require the profile is located at: www.css.collegeboard.org

HOW do I file the PROFILE? You file the PROFILE online at: www.css.collegeboard.org. Students will use their existing College Board account to complete the PROFILE. The PROFILE will need to be filled out **IN ADDITION** to the FAFSA for schools that require the PROFILE.

DOES the PROFILE charge a fee? Yes, there is a small fee for the initial application and an additional fee for each college or program report. However, the PROFILE is free for students who received a fee waiver for the SATs.

FAFSA

What is it? FAFSA stands for Free Application for Federal Student Aid. The federal government uses this form to determine your eligibility for financial aid, which includes: grants, work-study, scholarships, and loans.

Why fill it out? The FAFSA is used to determine how much aid you're eligible for. Think of it this way: FAFSA > Student Aid Index > Financial Need > Financial Aid

When do I fill it out? Complete the FAFSA as soon as possible after it opens in December. Some financial aid is determined on a first come, first served basis so start as soon as possible.

How does it work? Your prospective college will **try** to meet your financial need through aid made up of funds from federal, state, school, and private sources. This may include loans, grants, scholarships, and student employment.

Step 1: Assemble forms needed to complete FAFSA

You'll need the following to fill out the form:

- Student and parent Social Security numbers, Alien Registration numbers, or Tax ID numbers (if not a US citizen)
- Driver's license number (if any)
- Student (if applicable) and Parent Prior year tax returns
- Student (if applicable) and Parent Prior year W2 forms and other record of money earned
- Records of untaxed income, such as child support received, and interest income
- Information on cash; savings and checking account balances; investments, including stocks and bonds and real estate; and business and farm assets

Step 2: Complete the FAFSA

- Complete FAFSA on the web: www.fafsa.gov (Remember, the FAFSA is free, do not pay for it! Make sure you use **.gov!**)
 - Both STUDENT and PARENT must follow instructions to apply for a Federal Student Aid Identification Number (**FSA ID**) (For families who have completed the FAFSA for other children, parents must use the same FSA ID) - save this information as you will need it every year!
 - Make sure to list all colleges that your child is applying to; we recommend adding them in alphabetical order
- In order to maximize your amount of aid, fill out the FAFSA **as soon as possible after it opens in December**
- Use the **IRS Direct Data Exchange (DDX)** tool when prompted to import your tax information
- Both the parent and student must **electronically sign** the FAFSA at the end
- Once finished, print the FAFSA summary as well as the "Submission Confirmation" page
- When you fill out the FAFSA, you will be automatically prompted to apply for TAP if your child is applying to schools in NY. With this in mind, **complete the TAP Application** if you see a link on your FAFSA confirmation page

Step 3: Review your FAFSA Submission Summary (formerly known as SAR)

- The FAFSA Submission Summary is proof that your FAFSA was received
- Your FAFSA Submission Summary will include your **Student Aid Index (formerly known as EFC)**, which is the amount your family can contribute towards college for the following year
- *What if I find errors on my FAFSA Submission Summary?* Make corrections online at: www.fafsa.gov
- *What if I don't receive your FAFSA Submission Summary?* Call **1-800-433-3243 (1-800-4-FED-AID)**
- **Students should check their email regularly for additional financial aid requirements.** This could include: Income Verification, Instructions to upload documents to iDOC, HEOP/EOP supplements, Non-custodial parent information, FAFSA rejections, etc. Failure to complete additional requirements could result in no financial aid package from a school

FAFSA TIPS

- **Sign the application:** Be sure to sign with your FSA ID (your username and password) so your FAFSA will be processed as quickly as possible
- **Save your FAFSA online if you can't finish it in one session:** Click the "Save" button at the bottom of each step to save
- **Don't leave a field blank.** If a question does not apply enter "0"
- **Remember the FAFSA is FREE!** If you need help, call the FAFSA Help Desk: 1-800-4-FED-AID
- **It is important to keep all of the documents you use to fill out the FAFSA in a safe place, in the event you are selected for verification**

Financial Aid Package Comparison

	School 1:	School 2:	School 3:
<i>COSTS</i> (for 1 year – NOT semester)			
DIRECT EXPENSES			
Tuition			
Room + Board			
Fees			
TOTAL:			
INDIRECT EXPENSES			
Books and Supplies			
Travel			
Personal Expenses			
TOTAL: (Typically ~ \$3,000)			
<i>FINANCIAL AID PACKAGE</i> (for 1 year – NOT semester)			
FREE MONEY			
Grant Totals			
Scholarship Totals			
TAP Award (if eligible up to ~ \$5,000-6,000)			
PELL Award (if eligible up to ~ \$6,000-7,000)			
SEOG Award			
FREE \$ Total:			
LOAN MONEY			
Federal Perkins Loan (up to ~ \$1,000 - \$2,000)			
Direct Sub Stafford Loan (if eligible up to ~ \$3,500)			
Direct Unsub Stafford (typically ~ \$1,000 to \$2,000, up to \$5,500)			
Parent Plus Loan (amount can vary to cover the remaining costs)			
LOAN \$ Total:			
Free \$ + Loan \$:			
Work/Study (typically this will be used to cover the indirect expenses) (typically ~\$2,000-\$3,000)			
Direct Expenses			
MINUS Free \$ + Loan \$	=	=	=
= Out of Pocket Costs for next year	=	=	=

Financial Aid Package Comparison

	School 1:	School 2:	School 3:
<i>COSTS</i> (for 1 year – NOT semester)			
DIRECT EXPENSES			
Tuition			
Room + Board			
Fees			
TOTAL:			
INDIRECT EXPENSES			
Books and Supplies			
Travel			
Personal Expenses			
TOTAL: (Typically ~ \$3,000)			
<i>FINANCIAL AID PACKAGE</i> (for 1 year – NOT semester)			
FREE MONEY			
Grant Totals			
Scholarship Totals			
TAP Award (if eligible up to ~ \$5,000-6,000)			
PELL Award (if eligible up to ~ \$6,000-7,000)			
SEOG Award			
FREE \$ Total:			
LOAN MONEY			
Federal Perkins Loan (up to ~ \$1,000 - \$2,000)			
Direct Sub Stafford Loan (if eligible up to ~ \$3,500)			
Direct Unsub Stafford (typically ~ \$1,000 to \$2,000, up to \$5,500)			
Parent Plus Loan (amount can vary to cover the remaining costs)			
LOAN \$ Total:			
Free \$ + Loan \$:			
Work/Study (Typically this will be used to cover the indirect expenses) (typically ~\$2,000-\$3,000)			
Direct Expenses			
MINUS Free \$ + Loan \$	=	=	=
= Out of Pocket Costs for next year	=	=	=

HOW IS COLLEGE DIFFERENT FROM HIGH SCHOOL?

FOLLOWING THE RULES IN HIGH SCHOOL	CHOOSING RESPONSIBLY IN COLLEGE
* High school is <i>mandatory</i> and usually <i>free</i> .	* College is <i>voluntary</i> and <i>expensive</i> .
* Your time is structured by others.	* You manage your own time.
* You need permission to participate in extracurricular activities	* You must decide whether to participate in co-curricular activities.
* You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	* <i>You</i> must balance your responsibilities and set priorities. You will face moral and ethical decisions you have never faced before.
* Each day you proceed from one class directly to another, spending 6 hours each day--30 hours a week--in class.	* You often have hours between classes; class times vary throughout the day and evening and you spend only 12 to 16 hours each week in class
* Most of your classes are arranged for you.	* You arrange your own schedule in consultation with your adviser. Schedules tend to look lighter than they really are.
* You are not responsible for knowing what it takes to graduate.	* Graduation requirements are complex, & differ from each year. You are expected to know those that apply to you.
* Guiding principle: You will usually be told what to do and corrected if your behavior is out of line.	* Guiding principle: You are expected to take responsibility for what you do and don't do, as well as for the consequences of your decisions.
GOING TO HIGH SCHOOL CLASSES	SUCCEEDING IN COLLEGE CLASSES
* The school year is 36 weeks long; some classes extend over both semesters and some don't.	* The academic year is divided into two separate 15-week semesters, plus a week after each semester for exams.
* Classes generally have no more than 35 students.	* Classes may number 100 students or more.
* You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.	* You need to study at least 2 to 3 hours outside of class for each hour in class.
* You seldom need to read anything more than once, and sometimes listening in class is enough.	* You need to review class notes and text material regularly.
* You are expected to read short assignments that are then discussed, and often re-taught, in class.	* You are assigned substantial amounts of reading and writing which may not be addressed in class.
* Guiding principle: You will usually be told in class what you need to learn from assigned readings.	* Guiding principle: It's up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you've already done so.
HIGH SCHOOL TEACHERS	COLLEGE PROFESSORS
* Teachers check your completed homework.	* Professors may not always check completed homework, but they will assume you can perform those tasks on tests.
* Teachers remind you of your incomplete work.	* Professors may not remind you of incomplete work.

* Teachers approach you if they feel you need assistance.	* Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
* Teachers are often available for conversation before, during, or after class.	* Professors expect and want you to attend their scheduled office hours.
* Teachers have been trained in teaching methods to assist in imparting knowledge to students.	* Professors have been trained as experts in their particular areas of research.
* Teachers provide you with information you missed when you were absent.	* Professors expect you to get from classmates any notes from classes you missed.
* Teachers present material to help you understand the material in the textbook.	* Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect you to relate the classes to the textbook readings.
* Teachers often write information on the board to be copied in your notes.	* Professors may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it. Good notes are a must.
* Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.	* Professors expect you to think about and synthesize seemingly unrelated topics.
* Teachers often take time to remind you of assignments and due dates.	* Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it's due, & how you will be graded.
* Teachers carefully monitor class attendance.	* Professors may not formally take roll, but they are still likely to know whether or not you attended.
* Guiding principle: High school is a teaching environment in which you acquire facts and skills.	* Guiding principle: College is a learning environment in which you take responsibility for thinking through and applying what you have learned.
TESTS IN HIGH SCHOOL	TESTS IN COLLEGE
* Testing is frequent and covers small amounts of material.	* Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
* Makeup tests are often available.	* Makeup tests are seldom an option; if they are, you need to request them.
* Teachers frequently rearrange test dates to avoid conflict with school events.	* Professors in different courses usually schedule tests without regard to demands of other courses or activities.
* Teachers frequently conduct review sessions, pointing out the most important concepts.	* Professors rarely offer review sessions, and when they do, they expect you to be an active participant, one who comes prepared with questions.
* Guiding principle: Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or to solve the kinds of problems you were shown how to solve.	* Guiding principle: Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.

GRADES IN HIGH SCHOOL	GRADES IN COLLEGE
* Grades are given for most assigned work.	* Grades may not be provided for all assigned work.
* Consistently good homework grades may raise your overall grade when test grades are low.	* Grades on tests and major papers usually provide most of the course grade.
* Extra credit projects are often available to help you raise your grade.	* Extra credit projects cannot, generally speaking, be used to raise a grade in a college course.
* Initial test grades, especially when they are low, may not have an adverse effect on your final grade.	* Watch out for your <i>first</i> tests. These are usually "wake-up calls" to let you know what is expected--but they also may account for a substantial part of your course grade. You may be shocked when you get your grades.
* You may graduate as long as you have passed all required courses with a grade of D or higher.	* You may graduate only if your average in classes meets the departmental standard--typically a 2.0 or C.
* Guiding principle: "Effort counts." Courses are usually structured to reward a "good-faith effort."	* Guiding principle: "Results count." Though "good-faith effort" is important in regard to the professor's willingness to help you <i>achieve</i> good results, it will not <i>substitute</i> for results in the grading process.

HOW TO MAKE THE TRANSITION TO COLLEGE

- **Take control of your own education: think of yourself as a scholar.**
- **Get to know your professors; they are your single greatest resource.**
- **Be assertive. Create your own support systems, and seek help when you realize you may need it.**
- **Take control of your time. Plan ahead to satisfy academic obligations and make room for everything else.**
- **Stretch yourself: enroll in at least one course that really challenges you.**
- **Make thoughtful decisions: don't take a course just to satisfy a requirement, and don't drop any course too quickly.**
- **Think beyond the moment: set goals for the semester, the year, your college career.**

Helpful Websites

Category	Website	Web Address	Log in * (if applicable)	Password * (if applicable)
General	Naviance	https://student.naviance.com/flhsny		
	Niche <i>(for college research)</i>	www.niche.com		
Applications	Common Application	www.commonapp.org		
	Coalition Application	www.mycoalition.org		
	SUNY	www.suny.edu		
	CUNY	www.cuny.edu		
	SSAR <i>(self-reported grades)</i>	https://ssar.selfreportedtranscript.com/Login.aspx		
Standardized Testing	College Board <i>(PSAT, SAT, APs)</i>	www.collegeboard.org		
	ACT	www.act.org		
	Test Optional Schools	www.fairtest.org		
	Khan Academy <i>(for FREE SAT test prep)</i>	www.khanacademy.org		
	Kaplan <i>(for FREE ACT test prep)</i>	https://www.kaptest.com/act/free/act-free-practice-test		
Financial Aid & Scholarships	FAFSA <i>(US Gov't Financial Aid Form)</i>	www.fafsa.gov	FSA ID:	
	NYS Financial Aid: HESC & TAP	www.hesc.ny.gov		
	CSS/PROFILE <i>(Financial Aid Application)</i>	www.cssprofile.collegeboard.org		
	Fast Web and/or Going Merry <i>(free scholarship search)</i>	www.fastweb.com www.goingmerry.com		

* Only record usernames and passwords if you are comfortable keeping them on this form. Regardless, please keep all usernames and passwords in one place!



Fox Lane High School FERPA Waiver

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

How does FERPA relate to your college application?

- Through this form, the Common Application, and Naviance students must: (1) authorize FLHS to release their records (i.e. transcripts, letters, etc.) to the colleges they are applying to, and (2) choose whether or not to waive their FERPA rights regarding their letters of recommendation.

Why should a student waive their FERPA rights?

- Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful. Some recommenders may refuse to write a letter for you unless you waive your rights. Students are strongly encouraged to waive their FERPA rights.

For more information regarding FERPA, please consult: <https://studentprivacy.ed.gov/node/548/>

Please check the following:

- ☐ I authorize Fox Lane High School 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.
- ☐ I have signed the electronic FERPA Waiver in Naviance and on the Common App.

Additionally:

- ☐ I acknowledge that it is my responsibility to add my colleges to "Colleges I'm Applying to" on Naviance.
- ☐ I understand that Fox Lane High School cannot send a transcript to a "Common App" college until the school has been added to the Common Application.
- ☐ I acknowledge that it is my responsibility to add teacher recommenders to Naviance and confirm that they are aware of my earliest deadline.
- ☐ I acknowledge that it is my responsibility to have all required test scores sent directly from the testing agency (College Board/ACT) to each college that requires it.
- ☐ If I am applying ED to any Common App college, I understand that it is my responsibility to electronically sign the ED agreement on Common App, and invite my parent to complete their agreement (*only check if applicable*).

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/no waiver selection above must match what I have selected electronically on the Common App, that it pertains to all colleges to which I apply, and that my selections on this page cannot be changed once I sign.

Print Student Name: _____ Student Signature: _____

Parent Signature: _____ Date: _____