



FINDING YOUR PATHWAY TO  
**COLLEGE**



**A COLLEGE PREPARATION GUIDE**  
for Juniors and Seniors in Prince George's County Public Schools

# PRINCE GEORGE'S COUNTY, MARYLAND

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# PREFACE

The Department of Student Services, Offices of College Readiness and School Counseling, created this guide to help students prepare for college. This handbook provides a chronological map of suggested dates, deadlines, and steps to take in regards to preparing for the college application process, the actual application process, obtaining financial aid and scholarships, and accepting and heading to college.

Students, remember this guide is just a start. You, along with your parent or guardian, must remain in constant communication with your Professional School Counselor, or other school-based support personnel in order to stay on track with college preparation.

If you have questions regarding any of the information shared in this guide, please contact the Office of Professional School Counseling at 301-567-8669.



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# JUNIOR YEAR CHECKLIST

This Junior Year Checklist will help you make sure that you are on the right path to College and Career!

## COLLEGE

- Meet with your Professional School Counselor to ensure that you are taking the courses that are required for college.
- Do your best and strive for the best grades.
- Get involved in extracurricular activities.
- Take the PSAT and prepare for the SAT (See Khan Academy for free SAT preparation). If you have an Individualized Education Program (IEP) or Section 504 plan, you may be eligible for accommodations when you take the SAT or other college entrance examinations. Please note that it takes approximately seven weeks for the accommodations to be approved, so start early by talking to your Professional School Counselor.
- Register for Dual Enrollment courses. Must have Accuplacer scores.
- Listen out for college night/visit opportunities hosted by your school.
- Attend college fairs.
- Start making a preliminary list of colleges and learn about financial aid. (Do a college search on collegeboard.org and begin researching scholarships).
- Start thinking about which teachers you will ask to write letters of recommendations for you.
- Prepare for Advanced Placement Exams (AP). It will be an awesome feat to start college already having gained some credit.
- Take the SAT and/or ACT to see which scores will help you gain acceptance into your top choices.
- Narrow down your list of college choices and plan campus visits.
- Visit your Professional School Counselor to plan for senior year.
- If you are a student-athlete, talk to your coaches about National Collegiate Athletic Association (NCAA) requirements. If you are a student with an Individualized Education Program or Section 504 plan, consult with your Professional School Counselor, Testing Coordinator and Special Education Transition Specialist regarding colleges and universities that provide services for students with disabilities.
- Spend the summer before senior year beginning to work on college application essays, writing your resume, visiting colleges, working, volunteering, and gearing up for the start of the school year.

## CAREER

- Speak with industry professionals from the CTE pathway in which you are interested.
- Become familiar with your programs Technical Skills Assessments (“TSA”) and the requirements for earning your certifications and/or college credits.
- Research internships, clinicals, apprenticeships, SYEP, and other work-based learning opportunities.
- Join the high school version of a professional organization, such as:
  - Future Business Leaders of America (FBLA)
  - Future Educators of America
  - Junior Reserve Officers Training Corp (JROTC)
  - Students Government Association (SGA)
  - Parent, Teacher, Student Organization (PTSO)
  - SkillsUSA for trade and health occupations
  - School newspaper or yearbook
  - Environmental Club
  - Mock Trial
  - Art Honor Society
  - Peer Mediation
  - The National FFA Organization- Environmental and Agricultural Science Education
- Attend National Apprentice Week Events to learn about apprenticeship opportunities.
- Apply for internships, clinicals or apprenticeships, and take the Summer Youth Employment Program required classes.
- Seek feedback on your resume, cover letter, and portfolio and edit as needed.
- Attend interview preparation bootcamps .
- Participate in the district’s National CTE Month activities.
- Begin applying for summer employment in your field of interest.
- Take available certification examinations that are offered in your CTE Program.
- Continue to take practice TSA exams or self-assessments. Complete applicable TSA exams.

**Note: The Senior Year Checklist begins on page 22.**

**Source: Get it Together for College: A Planner to Help you Get Organized and Get In. College Board**



# **HIGH SCHOOL SENIOR YEAR CALENDAR**

# JULY

**Can you believe it? The beginning of your senior year is right around the corner. While there are so many things to look forward to this year, there are also many things to accomplish. Senior year will be one of your most challenging years, but will also be one of the most rewarding. So, whether you are a student who has it all together or a student in need of a little guidance throughout this college going process, do not worry, we are here to help!**

## COLLEGE VISITS

By July, most students should have a pretty good idea of the schools to which they plan to apply. Perhaps you have reviewed the colleges' characteristics based on your priorities (e.g., size of student body, academic programs/majors, cost etc.). But how do you know if these colleges are truly a good-fit for you? The best way to make that determination is to visit the school. A lot of information can be gathered by doing your own research online, but there is nothing like getting a feel for the university or college, up-close and personal. Therefore, if you have not already, make plans to visit the campuses of the universities and colleges in which you are interested. In order to make the most out of your visit, we recommend utilizing College Board's [Campus Visit Checklist](#).

## NAVIANCE

Keeping up with your lists of colleges and everything there is to know about them can be a daunting task. Well this is the time to take advantage of your Naviance account. Within the Naviance system, you can build and refine your resume, utilize the Common App Matching tool and add institutions to your "Colleges I Am Applying to" List. Ideally, Naviance can be a one-stop shop to keep up with all of your college materials. Later on in the process, you will also utilize the system to request transcripts and letters of recommendations as well as update your admissions decisions (accepted/denied/waitlisted) but we will get to that a little later on. If you are a student with an Individualized Education Program or Section 504 plan, consult with your Professional School Counselor, Testing Coordinator and Special Education Transition Specialist regarding colleges and universities that provide services for students with disabilities.

## PREPARING FOR THE SCHOLASTIC APTITUDE TEST (SAT) AND AMERICAN COLLEGE TESTING (ACT)

We understand that testing is not everyone's cup of tea. However, because it is required for the vast majority of colleges, test preparation will be key to maximizing your exam scores. There are many organizations within Prince George's County and surrounding communities that offer SAT/ACT preparation for students. Although some have associated fees, there are a few that do not.

Here are a few options to assist you with preparing for these important tests:

- Try a simple google search to find out what may be offered in your area.
- Check your Prince George's County Public Schools email account as your Professional School Counselor and other school officials often pass this information along to students.
- Check out the College Board's [BigFuture How to Prepare for Admission Tests](#).
- Access The Khan Academy via CollegeBoard. It is a great, free resource.



# JULY CON'T

## TAKING THE SCHOLASTIC APTITUDE TEST (SAT) AND AMERICAN COLLEGE TESTING (ACT)

Although the key component of a student's admissions application is their academic record (i.e. transcript), standardized testing is also a very critical component of the review process. Colleges use test scores to assist admissions' counselors with predicting the likelihood of academic success in the first year of college. Here is what you need to know!

If you did NOT take the SAT or ACT during your junior year, it is highly recommended that you sign up for the August Administration for one or both tests. Information regarding SAT test dates, registration fees & deadlines can be found on <https://www.collegeboard.org/> and the information for the ACT test administration can be found on <http://www.act.org/>. If you are a student with an Individualized Education Program or Section 504 plan, consult with your Professional School Counselor, Testing Coordinator and Special Education Transition Specialist regarding colleges and universities that provide services for students with disabilities.

### Are you eligible for a Fee Waiver?

The answer is "yes" if any of the following items apply to you:

- You are enrolled in or eligible to participate in the National School Lunch Program (NSLP).
- Your annual family income falls within the Income Eligibility Guidelines set by the USDA Food and Nutrition Service.
- You are enrolled in a federal, state, or local program that aids students from low-income families (e.g., Federal TRIO programs such as Upward Bound).
- Your family receives public assistance.
- You live in federally subsidized public housing or a foster home, or are homeless.
- You are a ward of the state or an orphan.
- If you are eligible for a fee waiver-please see your Professional School Counselor.

Remember, based on your scores on the SAT and/or ACT, not only will it play a part in your acceptance or rejection from college, but it may also open up the door for scholarship opportunities. Thus, it is important that you do your best on the exams!

## PERSONAL STATEMENT

Many colleges require an essay or personal statement as part of the student's application. The personal statement offers the admissions counselors a different perspective of the student that is not readily accessible by viewing their transcripts, SAT/ACT scores or extracurricular activities in which they are involved. In other words, it is a way for them to see who you are, beyond the numbers. Your essay is your opportunity to show the "real" you, using your own voice and showing your personality.

### Here are a few tips:

- Plan out your essay (i.e., create an outline)
- Address the prompt
- Pay attention to word counts
- Be authentic
- Make it vivid (use your five senses)
- Avoid inappropriate subjects
- Proofread: spelling & grammar matters
- Have one or two people read over your work

### When writing your essay, you should:

- Reveal something new
- Showcase yourself
- Dig Deep
- Write about HOW something affected you
- Why you are interested in that college (if appropriate)
- Use humor and sarcasm carefully



# AUGUST

Summer before senior year is the opportune time to create a plan to pursue your college dreams and start acting on it. Senior year is going to be full of activity, from college visits, to completing college applications, applying for federal aid and scholarships, requesting recommendations, keeping up with grades and extracurricular activities, and then finally making decisions. Let's get to it!

## INTEREST INVENTORY AND COLLEGE SEARCH

In case you have missed prior opportunities: Complete an interest inventory like the O\*Net Interest Profiler at [My Next Move](#), find careers you may be interested in, narrow down majors and then complete a college search at [College Board](#). Here, you can narrow down college options by location, campus housing, scores and selectivity, diversity, costs, and more.

Create your top five (5) list of schools and explore their websites. Put application due dates on your calendar and schedule visits.

## ENTRANCE EXAMS

Take College Entrance Exams: According to your list, determine if the SAT and/or ACT are required and schedule to take them. You can find free SAT prep at [Khan Academy](#) and free ACT prep at [ACT.org](#)

## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

Attention Student Athletes: You will need to register for a Certification Account with the NCAA (National Collegiate Athletic Association) Eligibility Center. Here is a quick how-to guide found at [NCAA.org](#). This is required if you want to play sports at a Division I or Division II school. You can also create a profile if interested in Division III schools.

## LETTERS OF RECOMMENDATION

If you have not already done so, now is the time to ask the teachers for whom you wish to write a letter of recommendation on your behalf. It is important that you give them enough time to develop a well-thought out letter for you. You should log-in to your Naviance account to send an electronic request to each individual teacher. You may also complete the Student Self-Evaluation Survey (See page 32) so that your school counselor and/or teachers will have important information they need to write you a letter of recommendation.

# SEPTEMBER

## ACCUPLACER AND DUAL ENROLLMENT

In keeping with our goals to ensure that every child is college and career ready, Prince George's County Public Schools (PGCPS) high school juniors and seniors have the opportunity to earn college credit, while still in high school through the Dual Enrollment Program.

High school juniors and seniors, with a 2.5 minimum GPA, have an opportunity to take the Accuplacer test, at their high school, free of charge. The Accuplacer is a college placement exam that is administered online. Detailed information about the test is found here, using this web link <https://accuplacer.collegeboard.org/educator/about-accuplacer>

These students with at least a cumulative GPA of 2.5 and a qualifying test score (Accuplacer, SAT or ACT exam) are eligible to participate in the Dual Enrollment Program. PGCPS will pay tuition for all students dually enrolled in qualified courses at any Maryland public college or university. PGCPS currently has formal agreements with Prince George's Community College and Bowie State University. As part of the agreement, there is a limited list of courses that receive both high school and college credit. Additionally, the college shares student grades directly with PGCPS. Students participating at these colleges who receive free and reduced meals will also have their fees and textbooks paid by PGCPS. Please visit the dual enrollment website at [www1.pgcps.org/dualenrollment](http://www1.pgcps.org/dualenrollment) or ask your Professional School Counselor for more information and to download the application.

## FINANCIAL AID

Continue to keep track of deadlines: Early admission deadlines for certain colleges will be coming up in October and November. In addition, the [Free Application for Federal Student Aid \(FAFSA\)](#) is now available for application beginning on October 1. You will need your parents/guardians to access the prior year's tax return in order to the complete the application. You should create your [FSA ID](#) as soon as possible.

## FRIENDLY REMINDERS

Need to retake the SAT/ACT? Check for dates and get registered!

College Essays and Personal Statements: Get ready to show admissions panels who you are outside of your grades, scores, and activities. In your essays and statements, you have an opportunity to let your personality shine. Check out [Big Future](#) for 8 tips on how to craft your best college essay.

See your Professional School Counselor: Your Professional School Counselor has a wealth of information to get you through senior year. And guess what, you need them! See them early and ask for letters of recommendation. Let them know what schools you are applying to and prepare them for portions of your application that they may need to complete. Also, follow your school's policy for requesting and sending transcripts. Ask your teachers early to write letters of recommendations as well. They will also need ample time to write letters for you.

Stay on track of grades and extracurricular activities: Heard of SENIORITIS? Do not slack your senior year. Colleges will take a look at your senior year grades and in some cases, determine if you are an acceptable candidate. It is important to stay focused and committed to school and clubs, sports, or other activities.

# OCTOBER

## GRADUATION NOTIFICATION AGREEMENT

At the beginning of each year, seniors will meet with their Professional School Counselor to review their status as it relates to satisfying graduation requirements. During this meeting, you will complete your Graduation Notification Agreement. This agreement details the number of courses and credits that you need to obtain in order to graduate this year. Your Professional School Counselor will also review whether or not you have met state testing requirements (PARCC, MISA etc.) and earned the minimum number of Student Service-Learning independent hours (24). It is extremely important that you attend this meeting and that you are engaged in the process. Ensuring that the information is correct early in the year is the only way for you to be sure that you have everything that you need in order to graduate in May/June. A sample copy of this agreement can be found on pages 29-30.

### [How to Complete your PGCPS College/Career Planning Documents](#)

*["Click link"](#)*

[Naviance/Family Connections](#) *["Click here"](#)*

## SCHOLASTIC APTITUDE TEST (SAT) AND AMERICAN COLLEGE TESTING (ACT)

If you have already taken the SAT/ACT but were not completely satisfied with your scores, you should consider taking the SAT/ACT again. For most colleges with November 1st deadlines the last test date that they will accept will be from October and November (depending on the school). Again, make sure that you select the schools in which you plan to apply to receive your scores. Not selecting them on or by the test date can delay your scores from being received by 1-3 weeks and can cause you to spend extra money.

## ADMISSIONS OPTIONS

Be aware of the different types of admissions applications and deadlines that exist:

- **Early Action** - Apply November-December, receive decision by mid-December (or January). Early Action is NOT binding. You can apply to as many Early Action schools as you like. You have until May 1 to accept.
- **Early Decision** - Many private colleges offer Early Decision which is an early BINDING route to college admissions. You apply in early to mid November to ONE college, and you find out by mid-December. You must attend if you get accepted.
- **Priority Deadline** - If you apply before this deadline, you have a higher chance of getting admitted and/or receiving a financial aid or scholarships to a public university.
- **Regular Admissions** - Set deadline to apply, usually January or February.
- **Rolling Admissions** - You apply as soon as you can and within a few weeks you can find out whether or not you get in.

# OCTOBER CON'T

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)/ FEDERAL STUDENT AID ID (FSA ID)

Would you like to be considered for free money from the government? Well, this is your opportunity! Although not all students and families qualify for grants, the Free Application for Federal Student Aid (FAFSA) is a great resource for funding to attend college. The form is officially available each year on October 1st. Even parents who feel that they may make too much money to be considered for funding, many colleges require the FAFSA to be completed in order for the student to be considered for scholarships. Therefore, it is crucial that each student file their FAFSA before March 1st, which is the deadline to receive monies from the state of Maryland. The application can be accessed here <https://fafsa.gov/>.

For families who need support in completing the FAFSA or learning more about the process, be sure to check with your school and [PGCPS College Readiness \(www1.pgcps.org/collegereadiness/](http://www1.pgcps.org/collegereadiness/) to find out the dates for our FAFSA Completion and Financial Aid Nights offered throughout the school system by our College Readiness Office.

## COLLEGE APPLICATIONS

Navigating the college application world is not as straightforward as we would like it to be. Some colleges have their own process for how to submit their application and supplemental materials. Therefore, it becomes critically important that you visit each college/university's website to determine how each specific institution would like for you to submit their application. For assistance with this process, PGCPS offers a county-wide College Application Night for all 12th graders. Be sure to check [PGCPS College Readiness \(www1.pgcps.org/collegereadiness/](http://www1.pgcps.org/collegereadiness/) for the specific date and time. However, there are a few frequently used application systems for students to utilize listed below:

### 1. THE COMMON APPLICATION

The Common Application is an online application system used by students to apply to over 700 colleges and universities across the country and around the world. We advise students to utilize the The Common Application as a starting point as it houses a vast number of colleges in its system, including Johns Hopkins University and University of Maryland, Baltimore County, making it easier for students to apply. We encourage you to set up an account and browse the colleges who participate in the Common Application by going to <http://www.commonapp.org/>.

### 2. COMMON BLACK COLLEGE APPLICATION

Like the Common Application, the Common Black College Application is an online system by which students can apply to over 50 Historically Black Colleges and Universities (HBCUs) for a flat fee of \$35.00. If you would like to see which colleges are in this system, go to the HBCU Common Application ([www.commonblackcollegeapp.com](http://www.commonblackcollegeapp.com)).

### 3. COALITION FOR ACCESS, AFFORDABILITY, AND SUCCESS

MyCoalition is another online application system that offers free online college planning tools that helps students learn about, prepare for, and apply to college. Unlike the Common Application, MyCoalition offers an online storage locker for students to house portfolio documents before even reaching 12th grade. One popular college on MyCoalition includes the University of Maryland, College Park. To set up an account you can start on [The Coalition Application](#).

# OCTOBER CON'T

## REQUESTING TRANSCRIPTS

The vast majority of colleges/universities require students to submit official transcripts from their high school to their institution. Each high school may have their own procedure for how this process looks in their building; so, it is important that you check with your Professional School Counselor about the steps for requesting and sending official transcripts. One way you may be able to request the transcript is by using the online Naviance system. However, we strongly recommend that you speak with your Professional School Counselor before beginning this process. A sample copy of this form can be found on page 31.

# NOVEMBER

## EARLY ADMISSIONS

Submit early action applications (optional). November marks the deadline for completing early action admissions applications. The most common deadlines for early action are November 1 and November 15. These deadlines are not flexible; you must get all your materials, including recommendation letters and test scores, to the school by the stated deadline. Since you apply early, you will also be notified of the admissions decision early.

## FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) STATUS

Check on the status of your FAFSA. If it has been a few weeks since you completed your FAFSA and if you have not received your Student Aid Report (SAR), call 1-800-4-FED-AID. If you have received your SAR, review it for errors and make any corrections. Check the deadline for state level aid (deadline for the state of Maryland is March 1st). Each state may have a different deadline for these additional funds. In addition, check [Maryland Higher Education Commission](#) for more detailed information regarding scholarship opportunities.

## COLLEGE PLANNING/FINANCIAL AID INFO WORKSHOPS

If you have not already done so, attend college planning and/or financial aid information nights and college fairs. Prince George's County Public Schools hosts its College Application Night during November which offers students an opportunity to complete the FAFSA and attend workshops around financial aid, scholarships, and essay writing. Most importantly this event provides students with an opportunity for onsite admissions and scholarship dollars from several colleges and universities.

# NOVEMBER CONT

## PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS COLLEGE APPLICATION NIGHT

The Department of Students Services will provide the opportunity for students to participate in a district-wide College Application Night for Seniors & Parents in the month of November. The goal of the college application night is to help seniors and parents understand the college applying process and apply to at least one college. The families will be provided a variety of workshop sessions around FAFSA, Scholarships, Statement of Purpose, and How to Select a College. The night may include a mini-college fair where students could speak with college admissions representatives and gain admittance. [PGCPS College Readiness \(www1.pgcps.org/collegereadiness/\)](http://www1.pgcps.org/collegereadiness/).

## COLLEGE SCHOLARSHIP SERVICE (CSS) PROFILE

If you have not already done so, submit your CSS profile for colleges who require this document during this month. The CSS Profile is an online application that collects information used by nearly 400 colleges and scholarship programs to award non-federal aid. (<https://cssprofile.collegeboard.org/>)

## RETAKE ENTRANCE EXAMS

Register to retake the SAT and/or ACT if necessary. Students almost always improve when they retake the SAT and many colleges and universities use a process called "Super Scoring". Superscoring is the process by which colleges consider your highest section scores across all the dates you tested. Rather than confining your scores to one particular date, these schools will take your highest section scores, forming the highest possible composite score.

## SCHOLARSHIP APPLICATIONS, RECOMMENDATION FOLLOW UPS, AND GRADES

Complete applications for every scholarship for which you may be eligible. Contact the financial aid office at the schools you are interesting in attending, and check information in your high school and online. Make sure scholarship information and offers you receive are legitimate; and, remember that you do not have to pay to find scholarships or other financial aid. Visit the PGCPS website <http://www.pgcps.org/scholarships/> to view the district's database on scholarships, internships, careers and summer opportunities. Also, research online websites to find other helpful scholarship search tools.

Follow up to ensure your employers, teachers, and Professional School Counselors send letters of recommendation. Remember, many students are making the same request of their teachers and counselors around this time; so, it is important to follow up with them on the status of your documents.

And lastly for the month, stay focused on maintaining and increasing your GPA. Your senior year is not time to become complacent and let your grades slip. Colleges will be looking at your first semester grades when considering acceptance. Also, many colleges will only give conditional acceptances until your final transcript is reviewed.

# DECEMBER

## FOLLOW UPS AND REMAINING APPLICATIONS

### Follow Up:

Verify with your Professional School Counselor that all forms are in order and have been sent out to colleges. Check with the schools to make sure they have received all of your information, including test scores, transcripts, and recommendations.

### Watch for Early Admission Notices:

If you applied for early admission to your college(s) of choice, an admission notice should be arriving shortly. Keep an eye out for official notices from college(s) and begin narrowing down your choices. This will help you get a better idea of how to plan for the next few months.

### Finish Any Remaining College Applications:

If you have any college admission applications left, finalize your essays and submit them. Even if the deadlines still seem far off, they will be here sooner than you think.

### Take Standardized Tests:

Want higher scores? Need a subject test? Register for and take (or retake) the [ACT](#), [SAT](#), or [SAT Subject Tests](#) as necessary. Be sure you have requested (either by mail or online) that your test scores be sent to the colleges of your choice.

### Continue your Scholarship Search:

Apply for scholarships whose deadlines are approaching and keep searching for more scholarship opportunities.

## REQUEST FOR AN INTERVIEW

Do not be surprised to open your email and receive an interview invite with one of the colleges you applied to! While the college interview is not mandatory, if you have the option to interview, make sure you do not let that opportunity go to waste! College interviews give you the chance to show off who you are in person and make an impression on the college interviewer. Most interviews will be conducted with college alumni and are usually in a more casual setting like a coffee shop. So, do not clam up or over rehearse your answers – just be yourself!



## DECEMBER CON'T

### HERE ARE THE TOP 10 COLLEGE INTERVIEW QUESTIONS TO PREPARE FOR:

#### 1. Tell me about yourself.

This question is bound to come up. It is a way for you to introduce yourself to your interviewer and get things started. Prepare a few key points you want to share, so you do not ramble. Where you grew up, what you want to study at X college, what are your top extracurricular activities, and what you like to do during your free time. This will also help frame the rest of your interview—the interviewer might pick up on something you mentioned and ask you follow-up questions. For the most part, the college interview is a casual conversation between two people who are trying to get to know each other, so let it flow naturally!

#### 2. Why are you interested in this college?

Since you have already submitted your application, you should already know the answer to this question. What about the college first drew your interest? It might be a specific academic program or it might be the campus. Be honest about what you like about the school.

This might be redundant, but hopefully, by this point, you have done your research about this college. Whether it is religiously affiliated or has a strong college sports presence, you should know why the school stands out. It does not have to be the reason you initially discovered the school, but be prepared and know what the college can offer you.

#### 3. What major do you want to study, and why?

Share your academic interests and any experiences you have that have led you to pursue this specific major. This is your chance to also mention any summer programs you participated in, or internships you did during high school that contributed to your desire to explore this specific field of study. You might be paired with an alumni interviewer who shared the same major, which may lead to a more intellectually stimulating conversation. Do not be afraid to say you do not know something – you can always ask the interviewer to shed some light on it, or do the research post-interview and mention it in your thank you email.

#### 4. What are your strengths?

This is a classic interview question. Know what your personal and academic strengths are, and prepare examples where you can demonstrate these strengths. Try to be as concise as possible with concrete examples rather than vague, overarching adjectives. For example, just saying “I am considerate” does not say much about who you are, whereas if you said “I am a great team player,” there is context as to how you are considerate.

#### 5. What are your weaknesses?

Another classic interview question. Be truthful about your weakness. Do not choose one of those weaknesses that can also be seen as a strength (definitely do not give the contrived “I work too hard and care too much”). Sharing your honest opinion about your weaknesses is another way to demonstrate your maturity and self-awareness, both strong qualities of an applicant. Identifying them is important, but it is even more important to point out how you have been working on those weaknesses. How are you tackling them right now? How have you proactively worked to strengthen your weaknesses? Have you made progress?

## DECEMBER CONT

### **6. Tell me about one of your extracurriculars, and why you participated in it.**

This is where you can let yourself run free! Talk about the extracurricular activities or sport that you were dedicated to while in high school the most. Given the number of years you have probably dedicated to the extracurricular activities, you will have plenty to talk about. Share how you first got introduced to it, why you remained dedicated, any particularly memorable moments, and what you learned from it.

### **7. What is your favorite book and why?**

The next few questions are common college interview questions, but are not always asked. Again, the college interview will likely flow pretty naturally, so it will not go in any particular order. If this question does come up, it is just for the interviewer to get to know what type of literature you are interested in as well as how you synthesize information and convey it to someone else. Do not lie about reading any popular “intellectual” books – you never know if the alumni interviewer has read it, and you do not want to be caught in a lie. It is also poor form to name a title but struggle to come up with intelligible reasons for why you liked it. Be prepared to answer the “And why” portion of the question.

### **8. What was an obstacle you faced, and how did you overcome it?**

College interviewers want to know what type of person you are and what type of student you are. This question helps the interviewer evaluate how well you will fit into the college’s student body. The obstacle can be an academic one, a sports-related one, or even one you had to deal with at home. Whatever it is, focus on how you overcame it.

### **9. What sets you apart from other applicants?**

Every university has thousands of applicants flowing in right now, and the admissions officers want to know what makes you different. Perhaps you have multiple traits, or an interesting family background. Maybe it is about how and what you will contribute to the college community and student body. An easy way to prepare for this question is to consider the praise teachers, mentors or coaches have given you in the past that have really highlighted unique qualities about you.

### **10. Do you have any questions for me?**

Finally, do not forget you have the opportunity to learn about the college you just applied to. You have the chance to speak to a living and breathing person who has been in the same position as you. Take advantage of it! Are there any stereotypes or rumors about the school you wanted to clear up? Do you have any concerns about the school? Speaking with alumni is also a great way to tap into what a school offers to its students after they graduate. Find out what opportunities are available to you after you put in your four (4) years on campus.

**Source:** 5 Questions to Ask Your College Interviewer. (n.d.). Retrieved November 15, 2017, from <https://www.admitsee.com/blog/5-questions-to-ask-your-college-interviewer>

# JANUARY

## MID-YEAR GRADING REPORTS

A mid-year report will include grades from 1st and 2nd quarter. Many schools use the mid-year report to ensure that you are still on track or to complete their final decision regarding your acceptance. Submit requests to your Professional School Counselor for mid-year grade reports to colleges you have applied to. Remember, the schools will continue to keep track of your grades, so it is important to keep working hard throughout the year.

## SCHOLASTIC APTITUDE TEST (SAT) AND AMERICAN COLLEGE TESTING (ACT) SUPERSCORE

Did you receive your SAT/ACT scores but were not completely satisfied? Well, something called Superscore may work in your favor. Superscoring is the process in which the colleges look at your highest scores from each section. For example, if you took the SAT in November and earned a 500 in Math and a 500 in Evidenced-Based Reading and Writing (EBRW), but on the December SAT you earned a 550 in Math and a 490 in EBWR, a college would combine the highest scores to equal a 1050 SAT score. This process can help you achieve a higher score for the colleges to review. There are no additional forms or requests for you to make, most colleges will automatically superscore the scores you submit.

# FEBRUARY

## NOTIFICATIONS AND ADDITIONAL APPLICATIONS

At this point, we should be finishing up any last minute applications. Be sure to keep copies and send in all applications and essays.

It is also important at this time to send in any mid-year transcripts. See your Professional School Counselor and ask them to upload online or have them mailed in.

Continue your scholarship search. There will be applications with Spring deadlines for organizations looking to award students for the coming Fall semester.

Watch your mail for notifications from colleges. If you applied under the regular application process, you should receive an admissions decision by May. Consult colleges by phone or online to check the status of applications. Notifications of financial aid awards should arrive by the end of April. Students should keep track of who they speak with and find out if there are any materials that still need to be sent in along with utilizing an appropriate email for correspondence.

Check out your options if you are put on a waitlist. Being put on a waitlist is not a rejection. Keep watching your mail; you should receive a decision by May 1st. In the meantime, keep your options open in case you are not admitted. Check out schools that have late or rolling application deadlines.

Prepare for any remaining standardized tests. Check deadlines for Advanced Placement (AP) exams, High School Assessment (HSA), and Partnership for Assessment of Readiness for College and Careers (PARCC) testing requirements. Follow up with counselors to ensure Dual Enrollment courses have been placed on your transcript.

# MARCH

## SCHOLARSHIPS, FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) UPDATES, AND CHOOSING YOUR BEST FIT

Continue search for scholarships and be sure to submit state level aid application to Maryland Higher Education Commission by the March 1st deadline. This deadline is specifically for financial aid to Maryland colleges and universities.

If necessary, update tax information on the FAFSA and review, mail and contact your college's financial aid office.

Start thinking about narrowing down your options and establish Best-Fit College.

## NATIONAL ASSOCIATION FOR COLLEGE ADMISSION COUNSELING (NACAC) INFORMATION

When making a final decision, the idea of "fit" is complex. There are many important and unseen variables that must be considered beyond how a college campus looks and feels at a glance.

Use a tool like the [NACAC's College Comparison Worksheet](#) or other online tools to compare and consider the following factors:

- Average debt upon graduation, what will it cost for you to go to each school after financial aid awards?
- Will your prospective career path make it feasible to pay back your student loans if you need them?

Inquire about specific on-campus supports that will enrich your academic experiences, such as: Writing Labs for research papers, Math Labs for support in mathematic courses, etc.

### Internship Opportunities:

Relevant experience in your field of interest is important, especially when you are trying to get a job. Find out what types of internship opportunities are available to you and how the process works.

### Academic Services:

Even if you do not think you are going to need it, the support services offered on campus will tell you something about the school's commitment to student success.

### Retention Efforts/Student Advising:

Are there services available to help you navigate college majors and graduate on time?

## COLLEGE LEVEL EXAMINATION PLACEMENT (CLEP)

The CLEP is an exam that allows students the opportunity to earn college credit towards a degree by assessing college-level knowledge in 36 subject areas. There are a wide range of subjects for you to take including: American Government, Biology, College Algebra, French, German, and Spanish – just to name a few. Taking and passing the tests could help give you a head start towards your college career! To find out more about the tests you can visit <https://clep.collegeboard.org/exams>.

# APRIL

## WORKSHOPS, COMPARING FINANCIAL AID REWARDS, AND MAKING A FINAL DECISION

Attend Prince George's County Public School's county wide "I Got Into College, Now What?" workshop. Professional School Counselors will receive location information each year. Be sure to check [www.pgcps.org](http://www.pgcps.org) to sign up. This workshop provides PGCPs graduating seniors with a crash course in College 101. Students learn about understanding their financial aid award letters, communicating with professors, credit accumulation, choosing classes, zero tolerance campuses, placement testing, etc.

Be sure to check [PGCPs College Readiness \(www1.pgcps.org/collegereadiness/\)](http://www1.pgcps.org/collegereadiness/) in April to sign up.

Compare financial aid award letters. Make sure to consider each financial aid award carefully. If you have questions, do not hesitate to contact the financial aid office of the college to get more information. Financial aid is a key factor in deciding where you will attend.

Make your final college decision. Notify all schools of your intent. Check with the school you have chosen about returning financial aid award letters. If you are not sure which offer to accept, make one more campus visit to the schools you are considering. Make sure to send your deposit to your chosen school and ask your Professional School Counselor to send your final transcript to the college by June.

Complete enrollment paperwork for the college you will attend. Once you accept an offer, you should receive information from the college about course scheduling, orientation sessions, housing arrangements, and other necessary forms. Be sure to complete all required paperwork by the appropriate deadlines.

Prepare for senior closeout at your high school.

- All seniors need to prepare to submit all textbooks and outstanding textbook fees by May 15th.
- Any financial obligations pertaining to senior dues and other packages should be fulfilled at this point of the school year.
- Make sure you have satisfied all HSA/PARCC testing requirements.
- Make sure you have completed and submitted at least 24 independent Student Service-Learning hours to your Professional School Counselor.
- Receive clearance from your counselor that you have met all graduation requirements.
- Resolve all obligations. Examples may include: ROTC uniform, chromebook, basketball equipment, etc.
- Complete your Diploma Verification Form to ensure your first, middle and last names are accurate on your diploma.

# MAY

## FINAL EXAMS, COMMITMENT, FINAL TRANSCRIPTS, AND GRADUATION

By now you have made your final visits and hopefully made a decision about what school you are going to attend. You will need to inform each college of your acceptance or rejection. Colleges cannot require you to make this decision prior to May 1. See your Professional School Counselor to help you make a final decision.

Once you have made your decision, send in your deposit to the college of your choice.

If you are enrolled in any AP courses, you will be taking any AP Exams this month. If you prepare well and get a qualifying score, you can take those credits to college with you! Hooray!

The State of Maryland and Prince George's County Public Schools require graduating seniors to complete senior surveys. The PGCPS survey link will be available under the STUDENTS tab at [www.pgcps.org](http://www.pgcps.org) and the state surveys will be distributed by your Professional School Counselors.

Ask your Professional School Counselor to send in your final transcript.

Work with an admissions counselor at the college to resolve any admission or financial aid issues.

Review your financial aid awards and choose the right package for you.

# GRADUATION!



# CONGRATULATIONS!

# JUNE

## I'M GOING TO COLLEGE! WAIT, NOW WHAT?

Congratulations on your acceptance and for committing to the college of your choice! Now is the time to finalize all of your plans in preparation for your first year of college!

Prior to the last day of high school, you should be sure to request your final transcript from your Professional School Counselor. Each high school has its own procedures for making this request. Please check with your counselor regarding this process, but also be sure to check with the college to determine the best way to forward your transcript (e.g., upload on Common App/Coalition, postal mail, email, fax etc.).

If you have not done so already.....

- Ensure that you have submitted your tuition deposit by the deposit deadline.
- Be sure to finalize your housing and meal plans. There is nothing worse than showing up on the first day with no place to sleep and nothing to eat!
- Check with your school to see if there are computer requirements for students.
- Register to attend pre-orientation programs-if available. This is a great opportunity for first-year students to meet one another and for you to ease into campus life.
- Students with documented disabilities who wish to receive additional support, should contact colleges in regards to their process for requesting accommodations.

PGCPS offers a fantastic workshop entitled, “I Got into College, Now What? Avoid the Summer Melt”. This is a prime opportunity to continue preparation for your freshman year of college.

Be sure to check [PGCPS College Readiness \(www1.pgcps.org/collegereadiness/](http://www1.pgcps.org/collegereadiness/) in April to sign up.

Now, for the fun stuff! If you are going away and/or staying on campus, this is the time to pull out all of the those wonderful gifts from your family and friends and put them to good use. It is time to get shopping and get packing. Check with your college to see if they have a dorm room checklist for you regarding permissible and non-permissible items. But you may also use this [Dorm Room Checklist](#) to help prepare for your move. Be sure to make travel arrangements for August. Whether you are going out-of-state or just 30 minutes away from home, start making plans for how you will get all of your college items (and yourself!) to your new home away from home.

Money is essential right now. If you have the time, look into obtaining summer employment. The more you make, the more you have to help finance college – and the more you have to have a little fun too.

**Do not forget:** If you are a student with an Individualized Education Program or 504 plan, you must self-disclose to your college or university in order to continue receiving services. Visit your college disabilities support office to apply to receive your accommodations. Please note: You must take with you a copy of your Individualized Education Program or 504 plan and any supporting evaluations and assessments to assist in the accommodations determination process.

Lastly, this is the end of one chapter in your life, and the beginning of another. Take the summer to enjoy the exciting things that are happening and get ready for all of the great things coming your way!

Good luck to you, and we wish you the best in all of your future academic and career endeavors!

Sources see page 35.





# **HIGH SCHOOL SENIOR CHECKLIST WITH TIMELINE**

# JUNE/JULY

TASK	COMPLETED
Make sure your Naviance/Family Connections account is active (if applicable).	<input type="checkbox"/>
Register for Dual Enrollment Courses for the Fall semester.	<input type="checkbox"/>
Complete interest inventories via Naviance or O*Net Interest Profiler at <a href="https://www.mynextmove.org/explore/ip">https://www.mynextmove.org/explore/ip</a> and College Searches at College Board @ <a href="https://bigfuture.collegeboard.org/college-search">https://bigfuture.collegeboard.org/college-search</a> .	<input type="checkbox"/>
Begin your senior year by finalizing your college list. Try to narrow list to your “Top 5 Schools.”	<input type="checkbox"/>
Visit your “Top 5 Schools”. Use the College Board’s Campus Visit Checklist @ <a href="https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist">https://bigfuture.collegeboard.org/find-colleges/campus-visit-guide/campus-visit-checklist</a> .	<input type="checkbox"/>
Participate in an SAT/ACT Prep Course to help you prepare for the upcoming tests.	<input type="checkbox"/>
Seek industry experience in your chosen careers of interest.	<input type="checkbox"/>

# AUGUST

TASK	COMPLETED
Consider early action (EA) and Early Decision (ED) options. Discuss these options with your Professional School Counselor.	<input type="checkbox"/>
Select and/or add the names of the teachers you want to request a teacher recommendation from in Naviance/Family Connections (if applicable).	<input type="checkbox"/>
Identify 2 to 3 professional adults to write a letter of recommendation on your behalf.	<input type="checkbox"/>
Complete a “Senior Information Sheet” to highlight your skills, accomplishments, activities and awards. You may ask your Professional School Counselor for this form. Provide a copy to those who will prepare a recommendation on your behalf.	<input type="checkbox"/>
<b>ATHLETES ONLY:</b> Register for a Certification Account with the NCAA Clearinghouse Eligibility Center.	<input type="checkbox"/>
Become familiar with your programs Technical Skills Assessments (“TSA”) and the requirements for earning your certifications and/or college credits.	<input type="checkbox"/>

# SEPTEMBER

TASK	COMPLETED
Register for Dual Enrollment Courses for Spring semester. Must have taken the Accuplacer test. Check with your Professional School Counselor.	<input type="checkbox"/>
Complete the Common Application by setting up an account at <a href="http://www.commonapp.org">www.commonapp.org</a> . Do not forget to record your username and password for future use.	<input type="checkbox"/>
Complete the Family Education Rights & Privacy Act (FERPA) section in the Naviance/ Family Connections. You will need your Common Application username and password to complete this step).	<input type="checkbox"/>
Register to take the SAT, ACT or SAT Subject tests. <a href="https://blog.prepscholar.com/sat-test-dates">https://blog.prepscholar.com/sat-test-dates</a> • <a href="https://www.studypoint.com/ed/act-test-dates/">https://www.studypoint.com/ed/act-test-dates/</a>	<input type="checkbox"/>
Complete your college applications before the deadlines quickly approach.	<input type="checkbox"/>
Have a one-on-one meeting with your Professional School Counselor to complete the Graduation Notification Agreement (see pages 29-30).	<input type="checkbox"/>
Check with your Professional School Counselor on upcoming college representative visits.	<input type="checkbox"/>

# OCTOBER

TASK	COMPLETED
Attend College Application Night. See Professional School Counselor for more information.	<input type="checkbox"/>
Order your Cap and Gown from the Senior Advisor.	<input type="checkbox"/>
Complete the Free Application for Federal Student Aid (FAFSA). Check with your Professional School Counselor regarding FAFSA programs in the school district.	<input type="checkbox"/>
Begin working on your college essays which must be included in the application packet.	<input type="checkbox"/>
Begin searching for scholarships. Visit PGCPs Scholarship website as well. <a href="http://www.pgcps.org/scholarships/">http://www.pgcps.org/scholarships/</a>	<input type="checkbox"/>
Submit Early Action (EA) and Early Decision (ED) applications by November 1 (optional).	<input type="checkbox"/>

# NOVEMBER

TASK	COMPLETED
Contact Financial Aid Office at your “Top 5 Schools” to find out about their financial aid requirements, information on scholarships, grants and work study opportunities.	<input type="checkbox"/>
Contact the Admissions Office at your “Top 5 Schools” to see if interviews are required. If so, schedule your appointment.	<input type="checkbox"/>
Continue scholarship searches.	<input type="checkbox"/>
Attend National Apprenticeship Week Events to learn about apprenticeship opportunities.	<input type="checkbox"/>

# DECEMBER

TASK	COMPLETED
Mail application packets to your “Top 5 Schools”. Packet includes: application, official transcript, letters of recommendation, test scores and college essay (if applicable).	<input type="checkbox"/>
Contact College Board to have your SAT/ACT scores sent to colleges. Go to <a href="http://www.collegeboard.org">www.collegeboard.org</a>	<input type="checkbox"/>
Research specific companies whose work align with your career interests.	<input type="checkbox"/>

# JANUARY

TASK	COMPLETED
Complete “Official Transcript Request Form” for your “Top 5 Schools” so they can receive a copy of your mid-year report (see page 31).	<input type="checkbox"/>
Contact Admissions Office at “Top 5 Schools” to make sure they received your application packet.	<input type="checkbox"/>
Continue scholarship searches.	<input type="checkbox"/>
Begin to apply for positions within your chosen career field.	<input type="checkbox"/>

## FEBRUARY

TASK	COMPLETED
Continue searching for and applying for scholarships.	<input type="checkbox"/>
Consider taking a second visit to colleges you have been accepted into to help narrow down your choices.	<input type="checkbox"/>
Ensure that you have filed your FAFSA. Remember, the Maryland deadline for state aid is March 1st!	<input type="checkbox"/>
Write thank-you notes for the adults who have helped to write letters of recommendations on your behalf.	<input type="checkbox"/>
Seek feedback on your resume, cover letter, and portfolio and edit as needed.	<input type="checkbox"/>
Attend interview preparation bootcamps	<input type="checkbox"/>
Participate in the district's National CTE Month activities.	<input type="checkbox"/>
Continue to apply for positions within your chosen career field.	<input type="checkbox"/>

## MARCH

TASK	COMPLETED
Compare your "Top 5 Schools" by using the NACAC's College Comparison Worksheet.	<input type="checkbox"/>
Sign up to take Advanced Placement (AP) Exams (if applicable).	<input type="checkbox"/>
Continue to take practice TSA exams or self-assessments. Complete applicable TSA exams.	<input type="checkbox"/>
Continue to apply for positions within your chosen career field.	<input type="checkbox"/>
Take available certification examinations that are offered in your CTE Program.	<input type="checkbox"/>

# APRIL

TASK	COMPLETED
Make your final decision regarding which college you will attend. Then, contact the college to verify your financial aid packet.	<input type="checkbox"/>
Contact your college of choice to inquire of housing fees and deadlines (if applicable).	<input type="checkbox"/>
Meet with your Professional School Counselor to make sure you have satisfied all graduation requirements (ie., credits earned, HSA/PARCC status and Student Service-Learning hours).	<input type="checkbox"/>
Check with your Professional School Counselor to make sure there are no outstanding debts.	<input type="checkbox"/>
Mail graduation announcements to your family and friends.	<input type="checkbox"/>
Attend PGCPS' "I'm Going to College! Wait, Now What?" Workshop. Check <a href="http://www1.pgcps.org/collegereadiness/">PGCPS College Readiness (www1.pgcps.org/collegereadiness/)</a> to sign up.	<input type="checkbox"/>
Take available certification examinations that are offered in your CTE Program.	<input type="checkbox"/>
Continue to apply for positions within your chosen career field.	<input type="checkbox"/>

# MAY

TASK	COMPLETED
Return all textbooks, uniforms or equipment to your high school teachers and pay any outstanding textbook fees (if applicable).	<input type="checkbox"/>
Complete "Final Official Transcript" form and submit to your Professional School Counselor so it can be sent to the college of your choice. (See page 31).	<input type="checkbox"/>
Review your financial aid awards and choose the right package for you.	<input type="checkbox"/>
Submit your tuition deposit by the deadline to the college of your choice.	<input type="checkbox"/>
Sit for AP Exams (if applicable).	<input type="checkbox"/>
Take available certification examinations that are offered in your CTE Program.	<input type="checkbox"/>
Continue to apply for positions within your chosen career field.	<input type="checkbox"/>

# JUNE

TASK	COMPLETED
If going away, finalize housing and meal plans (if applicable).	<input type="checkbox"/>
Register to attend pre-orientation programs at your selected college – if available.	<input type="checkbox"/>
Enjoy your new career!	<input type="checkbox"/>
<b>CELEBRATE!</b>	<input type="checkbox"/>



# **SCHOOL-BASED PROGRAMS AND SUPPLEMENTAL RESOURCES**





# GRADUATION NOTIFICATION AGREEMENT

COHORT YEAR \_\_\_\_\_

Student's Name: \_\_\_\_\_ ID Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Please review this information with your parents/guardians. Report Cards are issued every 9 weeks and progress reports are issued between report cards. Grades and Attendance can be viewed daily on SchoolMax. Truancy will result in failed courses. If you or your parents/guardians have any concerns, please make an appointment with your School Counselor as soon as possible.

High School Graduation Requirements	
<b>English – 4 Credits</b>	<input type="checkbox"/> English 9 <input type="checkbox"/> English 10 <input type="checkbox"/> English 11 <input type="checkbox"/> English 12
<b>Social Studies – 3 Credits</b>	<input type="checkbox"/> US History <input type="checkbox"/> LSN Government <input type="checkbox"/> World History
<b>Math – 3 Credits</b> <i>(Students must take a math course each year they are enrolled in HS.)</i>	<input type="checkbox"/> Algebra 1 <input type="checkbox"/> Geometry <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>Science – 3 Credits</b>	<input type="checkbox"/> Biology <input type="checkbox"/> _____ <input type="checkbox"/> _____
<b>P.E. – ½ Credit</b>	<input type="checkbox"/> Personal Fitness
<b>Health – ½ Credit</b>	<input type="checkbox"/> Health Issues
<b>Fine Art – 1 Credit</b>	<input type="checkbox"/> _____
<b>Technology – 1 Credit</b>	<input type="checkbox"/> Foundations of Tech

High School Completer Options	
Choose <u>ONE</u> of the following options	
2 Credits of World Language and 3 Electives Minimum	<input type="checkbox"/> _____ <input type="checkbox"/> _____
2 Credits of Advanced Technology and 3 Electives Minimum	<input type="checkbox"/> Advanced Design Applications <input type="checkbox"/> Advanced Technological Design <input type="checkbox"/> Technological Design
Career and Technology Education Completer Program and Electives	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Electives			
All diploma-bound students must earn a minimum of 21 credits. The number of elective credits needed in the 12 <sup>th</sup> grade, will vary based on the High School Completer option chosen.			
Course	Credit Earned	Course	Credit Earned

Additional Courses Needed for Promotion		
Course Needed	Alternative Program (Summer, Evening, Blended Learning)	When (Semester, Year)

High School Assessments	
Academic Validation Projects (AVP) will be required for students not meeting minimum score on the Government HSA	<input type="checkbox"/> Algebra (PARCC) <input type="checkbox"/> English (PARCC) <input type="checkbox"/> MISA <input type="checkbox"/> Government (HSA-394)
AVP required	<input type="checkbox"/> Yes <input type="checkbox"/> No

Credits Required for Promotion (See attached for details)	Grade	Credits Earned	Total Credits
	9th		
5	10th		
10	11th		
14*	12 <sup>th</sup>		
<b>24 Independent Student Service Learning Hours</b>		<input type="checkbox"/> Met	

Student Credit Check Sign/Date	Spring 9 <sup>th</sup> Grade	Spring 10 <sup>th</sup> Grade	Spring 11 <sup>th</sup> Grade
School Counselor Credit Check Sign/Date	Spring 9 <sup>th</sup> Grade	Spring 10 <sup>th</sup> Grade	Spring 11 <sup>th</sup> Grade

✓ Indicates the requirement is met



# GRADUATION NOTIFICATION AGREEMENT CONT

COHORT YEAR \_\_\_\_\_

Graduation Requirement Summary		
Total Credits	Earned	Needed
Student Service Learning Hours	Earned	Needed
High School Assessments	<input type="checkbox"/> Met	<input type="checkbox"/> Not Met
Additional Courses Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Courses Needed for Graduation		
Course Needed	Alternative Program (Summer, Evening, Blended Learning)	When (Semester, Year)

Attendance # of Days Absent				
	Q 1	Q2	Q3	Q 4
9 <sup>TH</sup>				
10 <sup>TH</sup>				
11 <sup>TH</sup>				
12 <sup>TH</sup>				

Senior Year Dual Enrollment (Fall Courses Only)	
Fall Course(s)	
PGCPS Equivalent	
Enrollment Verified	YES _____ NO _____

### Senior Year Agreement

School Counselor/Student Conference Date \_\_\_\_\_

If all of the graduation requirements are met, I will graduate in \_\_\_\_\_/\_\_\_\_\_.

If I fail to meet any graduation requirement or have excessive absences, it is my responsibility to see my School Counselor to discuss options.

My signature indicates I understand the agreement as presented.

Student Signature \_\_\_\_\_

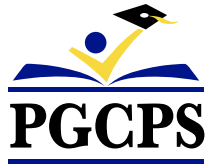
School Counselor Signature \_\_\_\_\_

Parents/Guardians: Please sign and return the attached letter to your child's School Counselor acknowledging receipt of this document. This letter will be filed in your child's cumulative folder.

Student Credit Check Sign/Date	Mid-Year 12 <sup>th</sup> Grade	<b>PLACE MID-YEAR STICKER HERE</b>	Final 12 <sup>th</sup> Grade
School Counselor Credit Check Sign/Date	Mid-Year 12 <sup>th</sup> Grade		Final 12 <sup>th</sup> Grade

FOR OFFICE USE ONLY \_\_\_\_\_

Parents/Guardians Contact Log		
Date Contacted	Contact Name	Notes



# TRANSCRIPT REQUEST FORM

- Create an account in Naviance and include all prospective colleges
- Complete **one** Transcript Request Form for each request
- Allow **10** working days for each request
- Use envelope school provides. **DO NOT SEAL ENVELOPE**
  - Hand carried request must have name on the back of the envelope
  - Transcript requests to be mailed must have **2 stamps** on envelope and the **envelope must be addressed**
  - Check if **Unofficial** or **Official (all mailed transcripts must be official)**
- For a Counselor Recommendation, allow 3 weeks for processing. Please provide the following documents to your counselor at the time of requesting the transcript:
  - A copy of your resume
  - Copies of teacher recommendations
  - A completed student questionnaire

Today's Date: ___/___/___ Due Date: ___/___/___ Requested by (Name): _____		
Requested Type: ___ Official (Required by college/mail or sends electronically) ___ Unofficial (personal use & hand-carried)		
>If You Selected <b>Official</b> , Select 1: ___ Mail (See above about Envelopes) ___ Electronic ___ Hand-Carried (See above about Envelopes)		
>If You Selected <b>Electronic</b> , Select: ___ Common App ___ SENDedu ___ College's Website		
Other Requested Documents (Select as many as apply): ___ Form to be filled out by Counselor ___ Letter of Recommendation		
Name: _____	Date of Birth: ___/___/___	
(Last Name)	(First Name)	(M.I.)
Home Telephone: _____	Email: _____	Month/Year of Graduation: ___/___

Please Mail one Transcript to:

\_\_\_\_\_  
Name of Institution/Office

\_\_\_\_\_  
Name of College/Person

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

- Student's Name (Print): \_\_\_\_\_
- Student's Signature: \_\_\_\_\_
- Parent's Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Request Received: ___/___/___	Date Mailed: ___/___/___
Sent to Counselor: ___/___/___	Date Completed: ___/___/___

- Student's Name (Print) \_\_\_\_\_
- Student's Signature \_\_\_\_\_
- Parent's Signature \_\_\_\_\_

## Student Self-Evaluation Survey

Student,

Please complete this self-evaluation survey as accurately and completely as you are able. Information from this survey will be used by your Professional School Counselor to write your college letter of recommendation. This survey can also be completed online in Naviance/Family Connections. Log on to your Naviance/Family Connections account and go to the "About Me" tab, there you will locate the survey. You can attach and submit additional pages if necessary. If you should have any questions while completing this survey, please contact your Professional School Counselor directly.

1. Last Name \_\_\_\_\_
2. First Name and Middle Initial \_\_\_\_\_
3. Home Phone Number \_\_\_\_\_
4. Cell Phone Number \_\_\_\_\_
5. Email address \_\_\_\_\_
6. Nickname/Name Your Desire To Be Called \_\_\_\_\_
7. Date of Birth \_\_\_\_\_
8. Do you have an IEP or 504 Plan? \_\_\_\_\_
9. Have you lived "outside" of the USA? \_\_\_\_\_
10. If yes, what country and when? \_\_\_\_\_  
\_\_\_\_\_
11. What languages do you speak? \_\_\_\_\_
12. Citizenship \_\_\_\_\_
13. Describe your Student Service-Learning activities. What did you learn about yourself and others through each activity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. What leadership role(s) have you held while in high school (formal or informal)? What have been some things that you have learned from this/these role(s)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Of all of your activities inside and outside of the school setting, which one has been the most important to you? Why? \_\_\_\_\_

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16. What are you passionate about (personal hobbies or interests)? \_\_\_\_\_

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17. What are three characteristics or qualities that best describe you? How would others (such as your friends and family) describe you? \_\_\_\_\_

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18. What sets you apart from other college bound students? What attributes will you contribute to a college campus? What would you like to get out of your college experience? \_\_\_\_\_

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19. Is there anything else that you would like for your Professional School Counselor to know about you? Have there been any unique and/or unfortunate issues which may have affected your high school performance that you think are important for your school counselor to know? \_\_\_\_\_

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# RESOURCES

Although the Internet has lots of free information, not all of it can be accurate.  
Here are some trustworthy sites:

## Career Information

[StudentAid.ed.gov/sa/](http://StudentAid.ed.gov/sa/)  
[www.bls.gov](http://www.bls.gov) - Bureau of Labor Statistics  
<https://www.mappingyourfuture.org/>  
[CareerOneStop.org](http://CareerOneStop.org)  
[collegeboard.org](http://collegeboard.org)

## College Information

[collegeboard.org](http://collegeboard.org)  
[collegenet.com](http://collegenet.com)  
[commonapp.org](http://commonapp.org)  
[collegeanswer.com](http://collegeanswer.com)  
[hbcu.com](http://hbcu.com)  
[eduinonline.com](http://eduinonline.com)  
*(the HBCU Common Application)*  
[ncaa.org](http://ncaa.org)  
*(clearinghouse for athletes)*

## Career Search & Career Building Information

[www.bls.gov](http://www.bls.gov) - Bureau of Labor Statistics

## Military Programs Information

[navy.com](http://navy.com)  
[airforce.com](http://airforce.com)  
[goarmy.com](http://goarmy.com)  
[nationalguard.com](http://nationalguard.com)  
<https://www.marines.com/>

## Standardized College Test Registration (PSAT, SAT, ACT, TOEFL, Accuplacer)

[collegeboard.org](http://collegeboard.org)  
[act.org](http://act.org)  
[Sat.collegeboard.org](http://Sat.collegeboard.org)

## Standardized College Test Preparation (PSAT, SAT, ACT, TOEFL, Accuplacer)

[collegeboard.org](http://collegeboard.org)  
[kaptest.com](http://kaptest.com)  
[princetonreview.com/sat](http://princetonreview.com/sat)  
[huntingtonlearning.com](http://huntingtonlearning.com)  
[revolutionprep.com](http://revolutionprep.com)

## Financial Aid & Scholarship Information

[fastweb.com](http://fastweb.com)  
[mhec.state.md.us](http://mhec.state.md.us)  
[scholarships.com](http://scholarships.com)  
[fafsa.ed.gov](http://fafsa.ed.gov)

## Maryland Higher Education Commission (MHEC)

Office of Student Financial Assistance at  
410-767-3300 or,  
1-800-974-0203 and TTY: 1-800-735-2258

Many colleges and scholarship programs  
require the CSS/Financial Aid PROFILE:  
<https://cssprofile.collegeboard.org/>

See the scholarship search at  
[www.Collegeboard.org](http://www.Collegeboard.org)

# SUPPLEMENTAL RESOURCES

Find academic programs & colleges in Maryland at [www.MDgo4it.org](http://www.MDgo4it.org)

For community to 4-year college transfer equivalents, go to:

<http://ARTweb.USMD.edu>

For student athletes:

[www.NCAAClearinghouse.net](http://www.NCAAClearinghouse.net)

For international students:

<https://www.usa.gov/study-in-us>

## Questions?

Contact The Maryland Higher Education Commission (MHEC) Office of Student Financial Assistance at **410-767-3300** or **1-800-974-0203**

The gateway to State & Federal student aid is the completion of the Free Application for Federal Student Aid (the FAFSA) at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov). If you have never completed a web-based FAFSA, visit the FAFSA demo site.

Remember that the FAFSA is FREE! Some sites charge you to file it – this is unnecessary. Help for the FAFSA is also available through [College Goal Sunday](#).

Many colleges and scholarship programs require the CSS/Financial Aid PROFILE:

<https://cssprofile.collegeboard.org/>

**AdmitSee** - [Highlights profiles of students accepted to various colleges](#)

My major not offered in MD? [The Academic Common Market](#) or [Legislative Scholarships](#) programs might help with out-of-state costs.

## Sources from page 21:

- ACT – educational nonprofit organization and ACT Test. [www.act.org](http://www.act.org)
- Khan Academy – educational nonprofit organization providing free online courses, lessons, and practice. [www.khanacademy.org](http://www.khanacademy.org)
- Petersons – guide to college information. [www.petersons.com](http://www.petersons.com)
- College Board – nonprofit organization connecting students to college success. [www.collegeboard.org](http://www.collegeboard.org)
- FAFSA – Free Application for Federal Student Aid. [fafsa.ed.gov](http://fafsa.ed.gov)



# SCHOOL-BASED PROGRAMS / RESOURCES

## **PGCPS Career and Technical Education (CTE)**

Career and Technical Education (CTE) pairs academic knowledge with technical skills to prepare students for in-demand, high-skilled, and high-wage jobs. CTE programs of study provide the opportunity for students to earn industry-recognized certificates, acquire college credit, and gain invaluable work experience.

## **College Summit/PeerForward Program**

The PeerForward program trains, deploys, and coaches a team of students to boost college preparation and enrollment across your entire school, motivating all students to realize their true college and career potential. This team will provide peer-to-peer assistance for post-secondary planning, greatly expanding the capacity to ensure all students leave high school with a plan. The PeerForward team will conduct and support three campaigns in each school: Applying to three or more colleges, Early completion of the FAFSA, and Connecting academics to College and Career. Currently, College Summit/PeerForward Program is offered at all comprehensive high schools (not including charter schools).

## **COAST (Creating Opportunities for Academic Success and Transfer)**

COAST stands for “creating opportunities for academic success and transfer.” This program is designed to support a seamless transition from high school to college, and college success. COAST counselors are Prince George’s Community College Employees who provide students with test preparation, tutoring, assistance with college applications, financial aid/scholarship applications and dual enrollment advisement. COAST supports student success by identifying and neutralizing barriers that may prevent an at-risk student from graduating with a college degree. The program currently serves a select population of students attending Largo High School, Central High School, Oxon Hill High School, Potomac High School, Gywnn Park High School, Dr. Henry A. Wise Jr. High School, Crossland High School, Surrattsville High School, High Point High School, Frederick Douglass High School, and Laurel High School.

## **Hillside Work Scholarship Connection**

Hillside Work Scholarship Connection (HWSC) of Prince George’s County helps youth stay in school, earn their high school diplomas and prepare for secondary education or employment. Students enter the program in seventh through ninth grade. School-based youth advocates provide a 360 degree level of support to help students develop good habits, acquire social skills, and achieve their potential to become contributing, responsible young people at home, in school and at work. Students who attend Central High School, Bladensburg High School, Fairmont Heights High School, Potomac High School, and Suitland High School can become a member of the HWSC program.

## **AVID (Advancement Via Determination)**

AVID is an academically challenging college readiness system that prepares students for success in college and life beyond. AVID trains educators to use proven teaching practices in order to prepare students for success in high school, college, and a career, especially students traditionally underrepresented in higher education. Furthermore, the AVID program provides these additional benefits:

- Teaches skills and behaviors for academic success;
- Provides intensive support with tutorials and strong student/ teacher relationships;
- Creates a positive peer group for students; and
- Develops a sense of hope for personal achievement gained through hard work and determination.

The AVID program serves select students who attend Bladensburg High School, Central High School, High Point High School, Largo High School, Potomac High School, and Suitland High School.

## SCHOOL-BASED PROGRAMS / RESOURCES CON'T

### **First Generation College Bound (FGCB)**

FGCB is a community-based organization which offers youth and their families a “pipeline” of educational interventions comprising academic readiness, supportive services and guidance to achieve high school graduation, college admissions and earn a post-secondary degree. The organization functions to address the need for “outside of school” and “college access supports” to increase the number of low-income students who graduate from high school prepared for college, enrolled in quality institutions and matriculate in four years.

### **Youth CareerConnect (YCC)**

The Youth Career Connect program is designed to strengthen career and college readiness by changing the high school experience. Through Youth CareerConnect, the educational emphasis is to provide students with lessons and curriculum that prepare students for challenging careers in Healthcare and IT. PGCPS’ programs will be strengthened by support and resources from many community partners including industry leading employers, Bowie State University and Prince George’s Community College, by providing better connections to high growth, in-demand careers.

For additional questions or information, contact the Office of Professional School Counseling at 301-567-8669.





Prince George's County Public Schools  
College Guide - Department of Student Services